Alpha Omega PUBLICATIONS

Switched-On Schoolhouse 2014 User Guide

Installation & Setup Basics

MMVI Alpha Omega Publications, Inc.

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Switched-On Schoolhouse® 2014
Install and Setup Basics

Welcome to Switched-On Schoolhouse® Home Edition 2014!

How to Use This Guide
The reference guide was designed to help you quickly and easily find what you need as you help students succeed in Switched-On Schoolhouse®. As you move from topic to topic, you see graphics and buttons accompanied by quick explanations and handy tips. You can also walk through step-by-step instructions that show you how to accomplish different tasks.

There are six sections to the entire user guide:

1. SOS INSTALL AND SETUP BASICS – Walks you through installation of SOS and helps you do the basic setup of the application, so your students can get started with their schoolwork.
2. SOS TEACHER ADMINISTRATION FUNCTIONS – Explains all of the features and functions accessible and customizable using the links in the Administration widget.
3. SOS TEACHER LESSON BOOK – Helps you understand and use the features of the Assignment page and Lesson Plan.
4. SOS TEACHER REPORTS AND APPLICATIONS GUIDE – Explains the reporting options and each of the functions available in the Application widget.
5. SOS STUDENT - Learn about your student's assignments and how you can help them when they need assistance.
6. SOS RESOURCE CENTER AND MESSAGING SYSTEM GUIDE – Teaches you about the features in the Resource Center and how to use the internal SOS Messaging system.

Additional Help
SOS provides additional assistance in a number of formats for you, including:

- Free training webinar - access it from the **Setup Wizard**, the **Help** widget on your SOS Teacher **Home Page**, or www.aophomeschooling.com/switched-on-schoolhouse/webinars.php.
- Online tutorials walk you through many of the functions to maximize SOS performance. A list of the available tutorials can be found on page 33 in this guide. You can access on our website, http://www.sostutorials.com/. You can also open them on your computer (They were installed with SOS 2014.) by double-clicking the icon on your desktop to open the tutorials; or you can access them by following these steps:
    1. Click **Start** on the task bar of your computer.
    2. Next, click **All Programs**.
    3. Select **AOP**.
    4. Select **Switched-On Schoolhouse 2014**.
    5. Select **Tutorials**.
- AOP also has an overview of how to use the application. You can watch the SOS Overview by clicking **SOS Overview** in the **Help Center** widget on your **Home Page**.
- There is also a list of helpful resources on page 31 of this guide.

If you need additional help, you can contact Alpha Omega Publications:

- Visit www.aophomeschooling.com/support/ to view our extensive database of solutions to problems you might encounter with SOS or other AOP products. The database is updated regularly as new issues and solutions are identified. You can also locate software patches and revisions as well at this site.
- Call Technical Support toll-free at 1-866-444-4498.
- Call Customer Service toll-free at 1-800-622-3070.

If you need to speak to a Technical Support team member, gather the following before calling:

The version of Windows you are currently using:

Windows XP users: Click **Start** on your computer taskbar, right-click **My Computer**, and select **Properties**.

Vista and Windows 7 users: Click **Start** on your computer taskbar, double-click **Computer**, and right-click your hard drive, and select **Properties**.

Windows 8 users: Press the **Windows** ( ) and **e** keys at the same time, then right-click your hard drive.

The version of Switched-On Schoolhouse® you are using:

Click the **About** link in the upper right corner of your MiSOS **Home Page** or click the **SOS logo** below the buttons on your "Classic" theme **Home Page**.

Adobe Reader

SOS uses Adobe Reader. If you do not already have Adobe Reader, you can download this product free at http://get.adobe.com/reader/or it is available on you SOS application disc. You can copy it to your computer hard drive by:

1. Put the SOS installation disc into the CD-ROM or DVD drive of your pc.
2. If the **Install** window opens, click **Close**.
3. Click **Start** on your computer taskbar, and select **My Computer** (**Computer** if using Vista or Windows 7).
4. Right-click the drive containing the SOS installation disc 3, and click **Open**.
5. Double-click the **Adobe Reader** folder or right-click you mouse and select **Open**.
6. Double-click the file inside that folder to install the Reader.

Getting Started

Switched-On Schoolhouse® (SOS) is easy to install on your home computer. Before putting in the application disc, double-check to make sure your computer meets the recommended minimum system requirements. This ensures the program is able to run at its best.

Note: The requirements in the first column of the table on the following page are *minimal*. Depending on the configuration of your computer, you may find that you need to run SOS on a computer that exceeds these requirements, giving you more memory and a faster processing speed.

Note: Only English language versions of Microsoft® XP, Vista, Windows 7, 8, & 8.1 are supported. Windows RT is NOT supported.

Note: The appropriate service pack MUST be installed PRIOR to installing Switched-On Schoolhouse 2014.

Note: *Vista Aero and Windows* 7 users: The requirements in the first column of the table on the next page are *minimal*. Depending on the configuration of your computer, you may find that you need to run SOS on a computer that exceeds these requirements, giving you more memory and a faster processing speed.

Recommended Minimum System Requirements

The recommended minimum system requirements for running SOS on your computer are:

Minimum Requirements	Optimal Performance
XP Service Pack 3 **NOTE: 2014 is the last year SOS will support XP**	
Microsoft IE 8 or higher 1 GHz or higher processor 512 MB Memory (RAM) 3 GB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader* Printer recommended	Microsoft IE 8 or higher 2 GHz or higher processor 2 GB Memory (RAM) 4 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader* Printer recommended
Vista Service Pack 2	
1.4 GHz or higher processor 1 GB Memory (RAM) (2 GB for 64-bit) 3 GB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader* Printer recommended	2 GHz or higher processor 4 GB Memory (RAM) 4 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader* Printer recommended
Windows 7, 8, & 8.1	
1.4 GHz or higher processor 2 GB Memory (RAM) 3 GB hard drive space 1024 X 768 or higher resolution monitor, 16 bit color CD-ROM drive Adobe Reader* Printer recommended	Dual core processor 4 GB Memory (RAM) (2 GB for 32-bit) 4 GB hard drive space 1024 X 768 or higher resolution monitor, 32 bit color CD-ROM drive Adobe Reader* Printer recommended

***** If you do not already have Adobe Reader, it is available on SOS Installation Disc Two. Open the Adobe Reader folder for your computer operating system and double-click the .exe file in that folder to install Adobe Reader.

Installing Switched-On Schoolhouse®

SOS is easy to install because:

- There are only three major steps to getting started; installation, registration, and setup
- Most of the components install themselves!

Before you begin, there are a few things you should do to ensure that the program will run at its best:

1. Your computer operating system needs to be one of these; Microsoft XP Service Pack 3 (or higher), any version of Microsoft Windows Vista Service Pack 2, Windows 7, Windows 8, or Windows 8.1.
2. Check to make sure your computer meets the recommended minimum system requirements. Your computer *must* meet or exceed the minimum requirements to receive technical support. (See the requirements table on the previous page.

Note: A check is performed during SOS installation to verify that all requirements are met. If they are not, a list of checked items is displayed alerting you to the items that do not meet specification for effective operation of SOS.

Types of Installs

SOS Home Edition offers two different installs; a full install and a client install. If this is the first time you are installing SOS 2014, you *must* do a full install on the main computer before you can do a client install.

- **Full Install** – SOS Teacher, SOS Student and the database all reside on the same computer. Teacher uses the same computer as the student to grade and monitor. A Full Install takes on average around 20-30 minutes, depending on what components must be installed.
- **Client Install** – This type of install requires a home network. It allows you to do the Full Install (SOS Student, SOS Teacher and the database) on one computer, which is part of a home network and can then be linked to other computers with SOS Student, and/or SOS Teacher loaded. The SOS database resides only on the computer with the Full Install. For SOS to function properly, client computers require a constant connection to the main computer with the full install. A Client Install takes around 10 minutes.

  If you choose this type of install, you MUST first perform a Full Install on the main computer, and then do the Client Install on any additional computers on the home network. (Client Install, see page 12.)

Note: If you currently have an earlier version of SOS installed on your computer, see the *Upgrade* section (starting on page 15) of this guide before proceeding.

Before You Install

NOTE: Before you do anything else, make sure you run Windows updates and then restart your computer for pending updates.

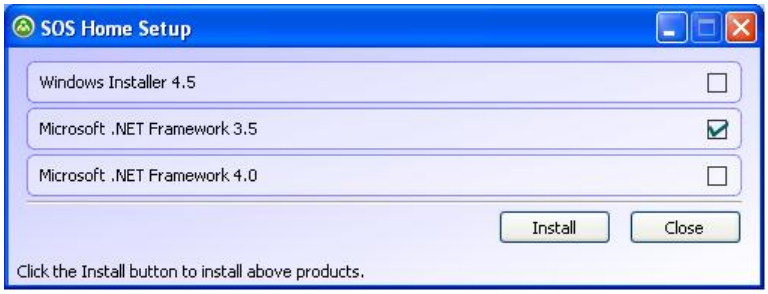
If you are installing SOS for the *first* time on your computer, continue with the Types of Installs section beginning on the next page.

If you already have a version of SOS installed on your computer, please go to Upgrading to SOS 2014 Home Edition beginning on page 15 of this guide BEFORE continuing.

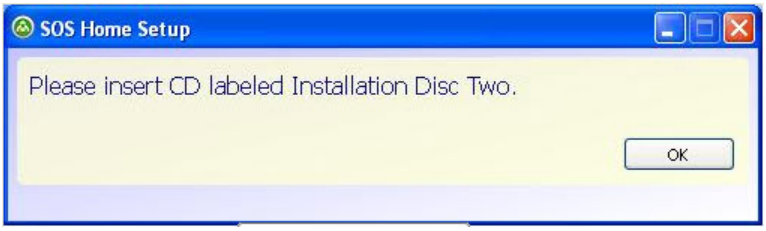
SOS installs the database server, database, application, and tutorials in separate steps, so it may seem as if you are repeating the same steps. In a way you are, but each step is installing a different piece of the total package.

XP USERS: If you have or had Internet Explorer version 6 (IE 6) loaded on a computer where you plan to install SOS, please go to www.update.microsoft.com to upgrade IE.

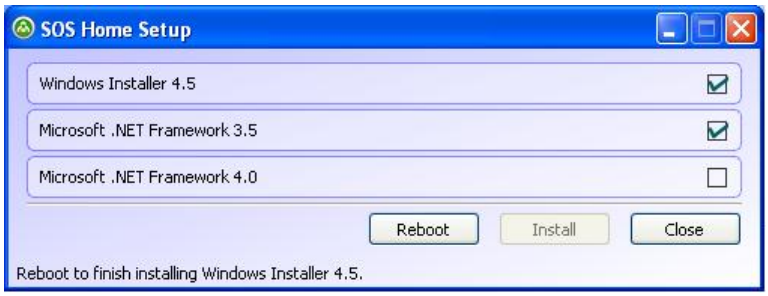
ATTENTION XP Users: When you begin installing SOS 2014 a check is done to ensure that all necessary base applications are on your computer, including Windows Installer 4.5, Framework 3.5 and Framework 4.0. If any of these applications are missing, you see a screen like the one below.



1. All unchecked items begin installing when you click the **Install** button.
2. Put SOS Installation Disc 2 into your CD-DVD ROM drive when prompted and then click **OK**.



3. The installation may take 2-3 minutes. Click the **Reboot** button when prompted. (You only need to reboot if Windows Installer 4.5 must be installed.)



4. After you computer restarts you are prompted to put SOS Installation Disc 1 in your CD-DVD ROM drive. (If Framework 3.5 must be installed, it will install before you see this prompt.)

Switched-On Schoolhouse® 2014
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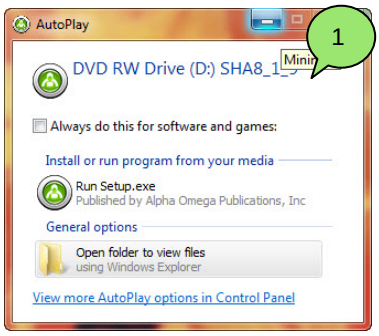
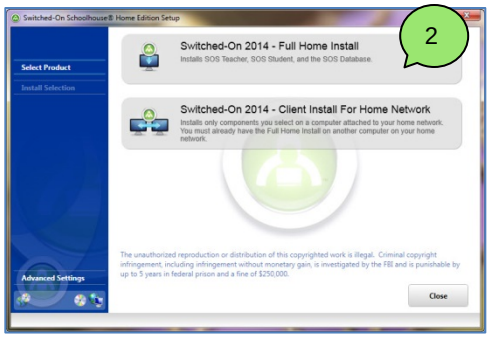
SOS Home Edition – Full Install

To perform a full install:

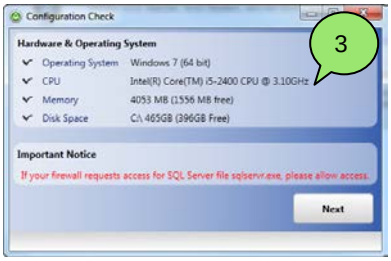
1. Insert SOS 2014 Installation Disc One into your CD-ROM or DVD drive and select **Run Setup.exe** if a choice is presented. You may briefly see an Initializing pop-up. It will disappear automatically.
2. The **SOS 2014 Setup** window displays. Select **Switched-On 2014 - Full Home Install** (top choice).


1
AutoPlay
DVD RW Drive (D:) SHA8_1
Always do this for software and games:
Install or run program from your media
Run Setup.exe
Published by Alpha Omega Publications, Inc
General options
Open folder to view files
using Windows Explorer
View more AutoPlay options in Control Panel

Attention Windows Vista and Windows 7 & 8 Users: You may need to click **Run Setup.exe** on the **AutoPlay** window before the **SOS 2014 Setup** window will open.



3. A **Configuration Check** window appears. This verifies that your hardware and operating system meet the SOS minimum requirements. Anything with a checkmark next to it meets minimum standards. An **X** indicates an item NOT meeting minimum standards. Click **Next** to continue.

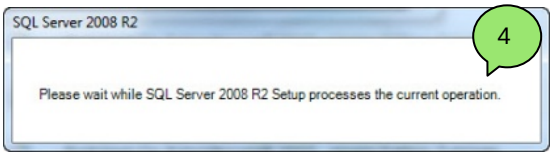


NOTE: You may continue with the installation process, even if not all items meet minimum standards. You may need to upgrade your hardware or operating system for SOS to work effectively.

WARNING: If you have items listed in the **Windows System** section of this screen, you must fix them prior to continuing or installation will likely fail. If there is not a "Click to fix..." link beside an entry, the file must be decrypted. If you need assistance in doing this, please open a **Windows Explorer** window and press **F1** to open **Help and Support**.

These applications are installed with SOS:

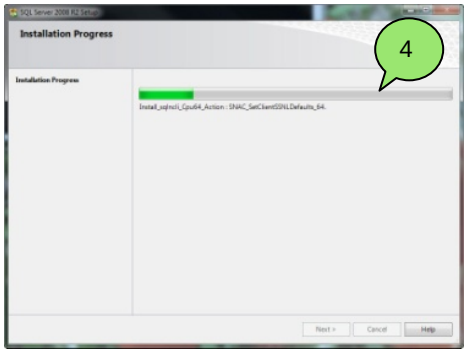
- Adobe Flash TM Player (Already installed with IE 10)
- Crystal Reports
- SOS 2014 SQL 2008 R2 Express Server



Microsoft Internet Explorer (IE) is required but not included in the SOS install. It should have been installed when you purchased your computer. Go to www.microsoft.com to download IE free. Please contact the seller if you have difficulty with this.

Depending on your operating system, Microsoft®.NET Framework 3.0 maybe installed along with Microsoft®.NET Framework 4.0, if it's not already on your computer.

NOTE: Both Framework and server installation take some time. When the server first begins installing, you may not see anything for a minute or two. Be patient.



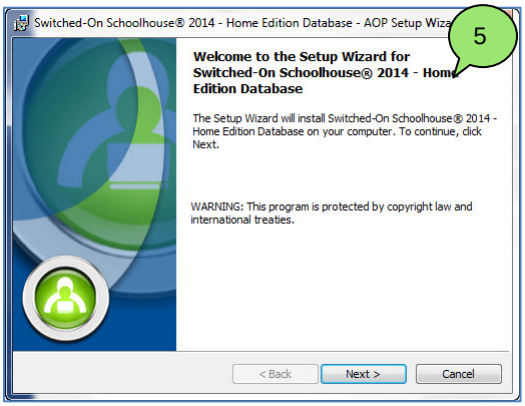
4. Three screens display while the server is installing:
   - A black "DOS" type screen
   - A small window pops up advising you to wait, the server is being installed.
   - A Server Progress window.

Each of these three windows displays several times during the server installation process.

If you have a firewall installed on your computer, you may be prompted to allow access to an SQL Server file "sqlservr.exe" during this step of the SQL Server install. Please **allow** access for this file.

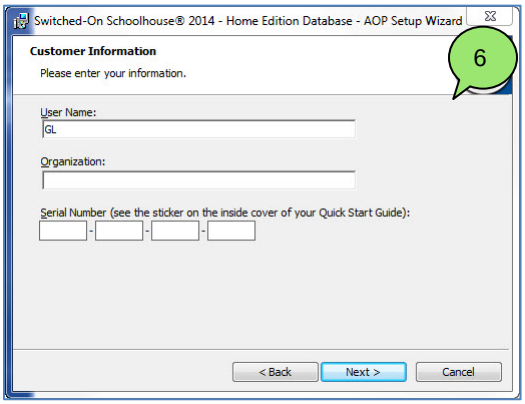
The **Switched-On Schoolhouse 2014 - Home Edition Database - AOP Setup** window displays again to walk you through the database installation process step-by-step.

5. Click **Next** on the **Welcome** screen when it displays.


Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wiza
5
Welcome to the Setup Wizard for Switched-On Schoolhouse® 2014 - Home Edition Database
The Setup Wizard will install Switched-On Schoolhouse® 2014 - Home Edition Database on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

6. On the **Customer Information** screen, enter:

- **User Name:** Only letters, numbers, and spaces are allowed. Punctuation marks and other special characters are not permitted.
- **Organization**: This might be your last name or something like "Home".
- **Serial Number:** The 16 digit serial number is on the inside front cover of this guide. Enter it exactly as it appears.

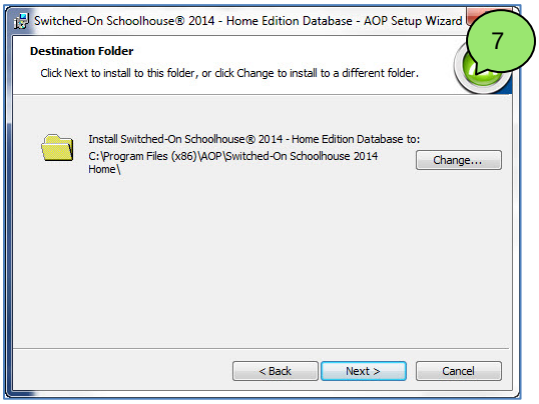

Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wizard
6
Customer Information
Please enter your information.
User Name:
GL
Organization:
Serial Number (see the sticker on the inside cover of your Quick Start Guide):
< Back
Next >
Cancel

7. The **Destination Folder** screen (for the database) displays.

   To retain the location where the database is automatically placed, click **Next**.

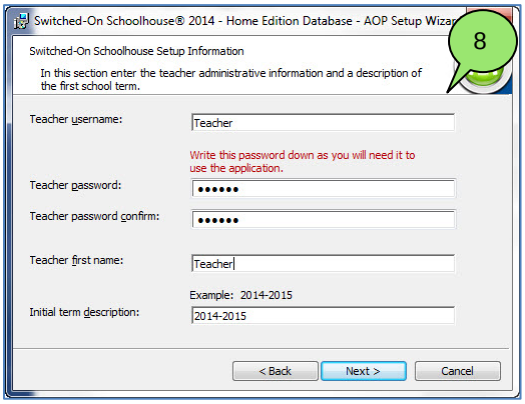
   If you must change this default location, click **Change**, enter the path to the folder you want to use. Click **OK** when finished.

   We HIGHLY recommend you leave the SOS database in the default location.


Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wizard
7
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install Switched-On Schoolhouse® 2014 - Home Edition Database to:
C:\Program Files (x86)\AOP\Switched-On Schoolhouse 2014 Home\
Change...
< Back
Next >
Cancel

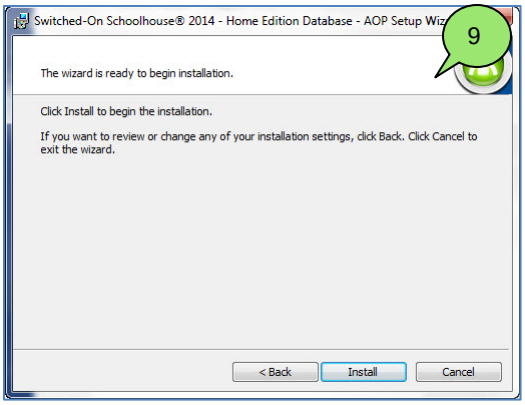
8. **Setup Information** screen displays. Enter the following information and click **Next** when you are ready to continue:

- **Teacher username** (Must be no longer than 20 characters. Only letters, numbers and spaces are permitted) Displays on messages sent within the application.
- **Teacher password –** Type in your password.
  - ➢ Passwords maybe 1-12 characters long. They are case sensitive and may not contain blank spaces or special characters.
  - ➢ Be sure to write down your password. You need it to login to SOS Teacher after your installation is complete.
  - ➢ See page 46 of this guide for instructions on how to change your teacher password if necessary.

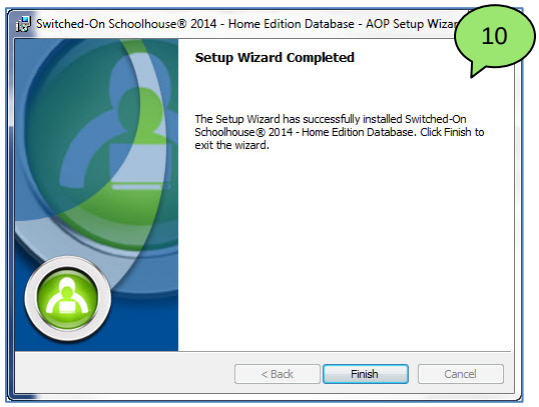

Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wiza
8
Switched-On Schoolhouse Setup Information
In this section enter the teacher administrative information and a description of the first school term.
Teacher username:
Teacher
Write this password down as you will need it to use the application.
Teacher password:
Teacher password confirm:
Teacher first name:
Teacher
Example: 2014-2015
Initial term description:
2014-2015
< Back
Next >
Cancel

- **Teacher password confirm –** Enter your password again.
- **Teacher first name –** This is what displays on your **Home Page.** It cannot be changed after SOS is installed.
- **Initial term description** (i.e. the name of your school year) – the current school year is the default, you may change it.

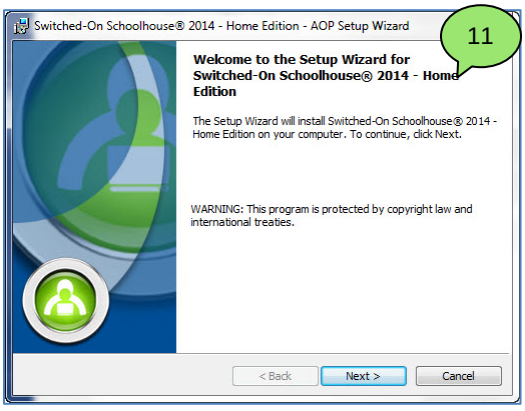
9. Click **Install** to continue. This may take several minutes. After it is finished installing a completion screen displays.


Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wiz
9
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
< Back
Install
Cancel

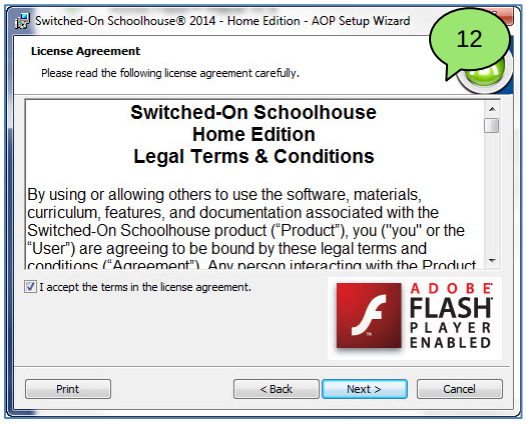
10. On the **Setup Wizard Completed** window, click **Finish**. The SOS Database is now finished installing.


Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wizar
10
Setup Wizard Completed
The Setup Wizard has successfully installed Switched-On Schoolhouse® 2014 - Home Edition Database. Click Finish to exit the wizard.
< Back
Finish
Cancel

11. You see a **Preparing to Install** pop-up and then the **Welcome** screen again. This time the Switched-On Schoolhouse 2014 - Home Edition application is ready to be installed. Click **Next** to continue.

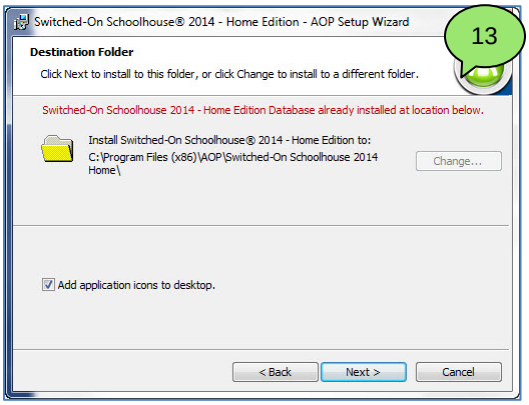

Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
11
Welcome to the Setup Wizard for Switched-On Schoolhouse® 2014 - Home Edition
The Setup Wizard will install Switched-On Schoolhouse® 2014 - Home Edition on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

12. The **End User License Agreement (EULA)** displays. Read this agreement carefully. If you agree to the terms, click the checkbox beside the "**I accept...**" statement and click **Next**.


Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
12
License Agreement
Please read the following license agreement carefully.
Switched-On Schoolhouse
Home Edition
Legal Terms & Conditions
By using or allowing others to use the software, materials, curriculum, features, and documentation associated with the Switched-On Schoolhouse product ("Product"), you ("you" or the "User") are agreeing to be bound by these legal terms and
I accept the terms in the license agreement.
ADOBE FLASH PLAYER ENABLED
Print
< Back
Next >
Cancel

13. **Destination Folder** screen displays. Click **Next**. (This adds the application shortcut icons to your desktop.)

    If you do not want the shortcut icons on your desktop, click to remove the checkmark next to **Add application icons to desktop** and before you click **Next**


Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
13
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Switched-On Schoolhouse 2014 - Home Edition Database already installed at location below.
Install Switched-On Schoolhouse® 2014 - Home Edition to:
C:\Program Files (x86)\AOP\Switched-On Schoolhouse 2014 Home\
Change...
Add application icons to desktop.
< Back
Next >
Cancel

Switched-On Schoolhouse® 2014
Install and Setup Basics

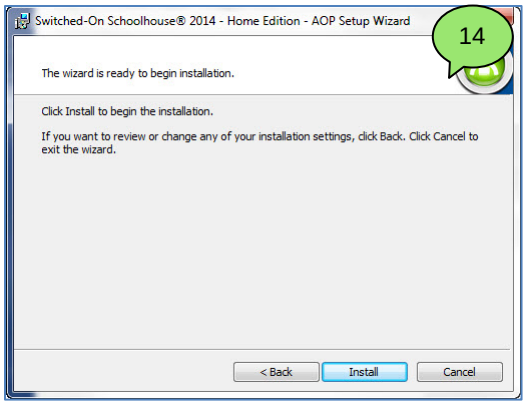
14. Click **Install** to begin installation of the application. A **Progress** window displays during installation.

15. The **Setup Wizard Completed** screen appears. Click **Finish**.

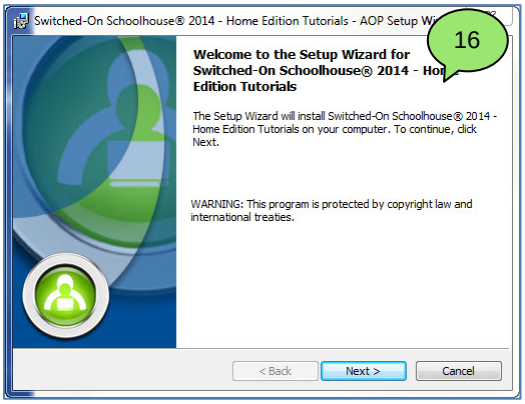
16. Again you see a **Preparing to Install** pop-up and then the **Welcome** screen appears. This time to install the Switched-On Schoolhouse 2014 – Home Edition Tutorials. Click **Next** to continue.

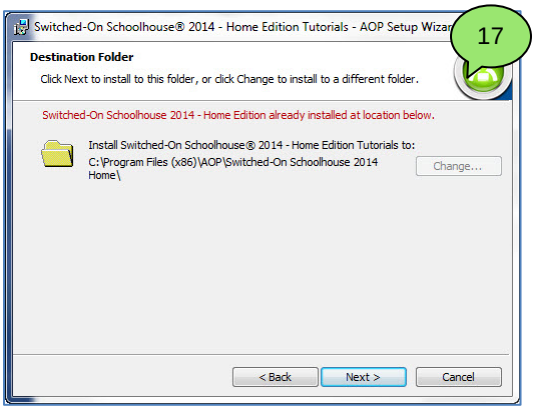
17. The **Destination Folder** for the tutorials displays. Click **Next**.

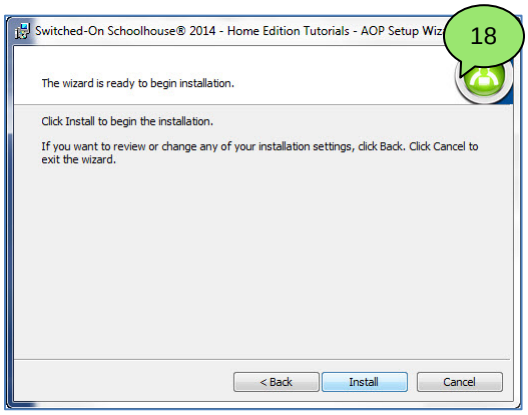
18. Click **Install** to begin installation of the tutorials.


Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
14
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
< Back
Install
Cancel

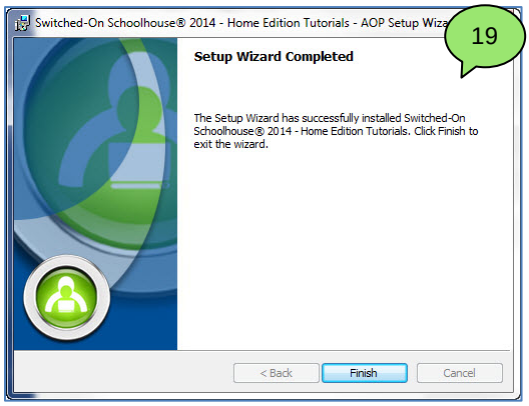
Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
15
Setup Wizard Completed
The Setup Wizard has successfully installed Switched-On Schoolhouse® 2014 - Home Edition. Click Finish to exit the wizard.
< Back
Finish
Cancel


Switched-On Schoolhouse® 2014 - Home Edition Tutorials - AOP Setup Wi
16
Welcome to the Setup Wizard for Switched-On Schoolhouse® 2014 - Ho
Edition Tutorials
The Setup Wizard will install Switched-On Schoolhouse® 2014 - Home Edition Tutorials on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel


Switched-On Schoolhouse® 2014 - Home Edition Tutorials - AOP Setup Wizar
17
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Switched-On Schoolhouse 2014 - Home Edition already installed at location below.
Install Switched-On Schoolhouse® 2014 - Home Edition Tutorials to:
C:\Program Files (x86)\AOP\Switched-On Schoolhouse 2014 Home\
Change...
< Back
Next >
Cancel


Switched-On Schoolhouse® 2014 - Home Edition Tutorials - AOP Setup Wiz
18
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
< Back
Install
Cancel

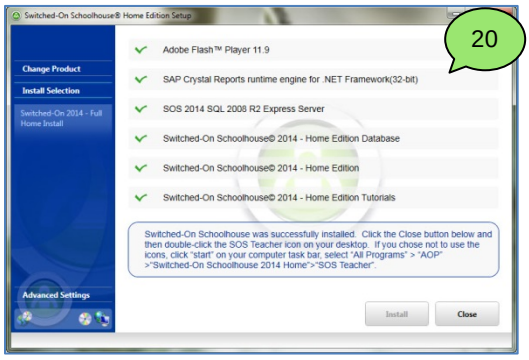
19. Click **Finish** on the **Setup Wizard Completed** screen.
20. You should now see the list of all programs needed by SOS. Each should have a checkmark next to it indicating that all were successfully installed. At the bottom of the list you see a message inside a box with instructions on accessing SOS. See image on next page.
    Click **Close** after reading this message.


19
Switched-On Schoolhouse® 2014 - Home Edition Tutorials - AOP Setup Wiz
Setup Wizard Completed
The Setup Wizard has successfully installed Switched-On Schoolhouse® 2014 - Home Edition Tutorials. Click Finish to exit the wizard.
< Back
Finish
Cancel

You can remove SOS Installation Disc One from your CD-ROM or DVD drive. Your full installation of SOS is now complete.

If you are using a home network and want to perform a client install on one or more networked computers, continue below.

If you are installing SOS on only this one computer, you are ready to go to page 18 and continue with the registration and setup steps.


20
Switched-On Schoolhouse® Home Edition Setup
Change Product
Install Selection
Switched-On 2014 - Full Home Install
Adobe Flash™ Player 11.9
SAP Crystal Reports runtime engine for .NET Framework(32-bit)
SOS 2014 SQL 2008 R2 Express Server
Switched-On Schoolhouse® 2014 - Home Edition Database
Switched-On Schoolhouse® 2014 - Home Edition
Switched-On Schoolhouse® 2014 - Home Edition Tutorials
Switched-On Schoolhouse was successfully installed. Click the Close button below and then double-click the SOS Teacher icon on your desktop. If you chose not to use the icons, click "start" on your computer task bar, select "All Programs" > "AOP" >"Switched-On Schoolhouse 2014 Home">"SOS Teacher".
Advanced Settings
Install
Close

SOS Home Edition – Client Install

If you want to run SOS on multiple computers that are networked, the client install allows you to do that. The Full Install (which MUST be done first) allows you to have your database and SOS Teacher installed on one computer while installing SOS Student on other computers in the home.

Be aware, there is a limitation to the client install:

> The client install requires a connection to the network at all times to function. This can be a wireless network. Since the client version does not have its own copy of the database; it depends on the computer with the full installation to provide the database. If your home network is down or either computer is removed from the network, SOS Student or SOS Teacher cannot open.

We recommend you do the full install on a computer where you can access both SOS Teacher and SOS Student and do the client install on a computer where only SOS Student or SOS Teacher needs to be accessed.

If you are using a 3rd party firewall, follow manufacturer's instructions to add exception rules for SQL Express 2005.

Attention **Windows Firewall users:** If you have Windows Firewall turned on for your computers you must first create exceptions to allow the client computers access to the computer with the Full Installation:

1. Insert SOS Installation Disc One into the CD-ROM drive on the computer with the Full Installation. When the installation program opens, close it. (Do this ONLY on the computer with the full install.)
2. At the same time, press the **Windows** ( ) and **e** keys.
3. Right-click the green SOS logo or your CD-ROM drive and select **Open**.
4. Double-click the **Tools** folder to open it.
5. Double-click to open the **FWConf** folder.
6. Open the **FWConf_ReadMe.pdf** for further instructions.

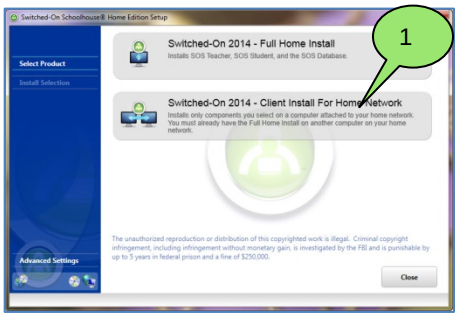
Switched-On Schoolhouse® 2014
Install and Setup Basics

If you do NOT have Windows Firewall turned on for your computer, continue with the Client Install below.

NOTE: The **Windows** key is beside the **Alt** key by the space bar on your keyboard.

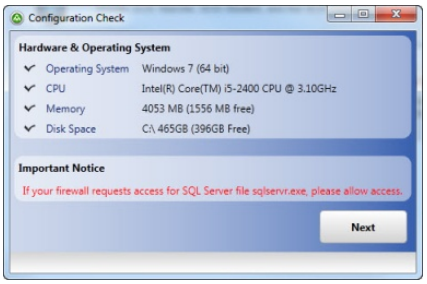
Once you have completed the Full Install, you can do a Client Install.

NOTE: If the Client computer does not have Windows Installer 4.5 and Framework 3.5 already installed, you will be prompted to put SOS Installation Disc Two into your CD-DVD ROM drive (see page 7 for instructions.)



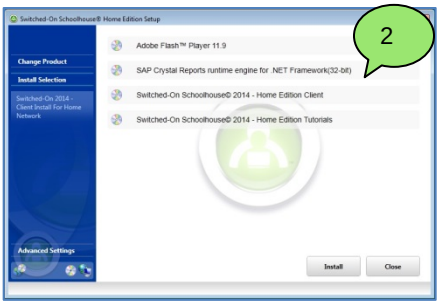
1. Insert SOS Installation Disc One into the CD-ROM drive on the client computer. The **SOS Setup** window displays. Click the second option, **Switched-On 2014 - Client Install for Home Network**.

   A **Configuration Check** window appears to verify your hardware and operating system meet the SOS minimum requirements. Anything with a checkmark next to it meets minimum standards. An **x** indicates an item NOT meeting minimum standards.


Configuration Check
Hardware & Operating System
Operating System Windows 7 (64 bit)
CPU Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz
Memory 4053 MB (1556 MB free)
Disk Space C:\ 465GB (396GB Free)
Important Notice
If your firewall requests access for SQL Server file sqlservr.exe, please allow access.
Next

NOTE: You may continue with the installation process, even if not all items meet minimum standards. You may need to upgrade your hardware or operating system for SOS to work effectively.

WARNING: If you have items listed in the **Windows System** section of this screen, you must fix them prior to continuing or installation will likely fail. Click each link you see that says "**Click to fix…**" before continuing.


2
Adobe Flash™ Player 11.9
SAP Crystal Reports runtime engine for .NET Framework(32-bit)
Switched-On Schoolhouse® 2014 - Home Edition Client
Switched-On Schoolhouse® 2014 - Home Edition Tutorials
Install
Close

2. After you click **Next**, the **Switched-On Schoolhouse Home Edition Setup** window shows a list of required components. Those with a checkmark are already installed. The others will be installed. Click **Install**. The installation of the needed programs begins. Click **Next**.

NOTE: This process may take some time depending on the applications being installed.

3
Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
License Agreement
Please read the following license agreement carefully.
Switched-On Schoolhouse
Home Edition
Legal Terms & Conditions
By using or allowing others to use the software, materials, curriculum, features, and documentation associated with the Switched-On Schoolhouse product ("Product"), you ("you" or the "User") are agreeing to be bound by these legal terms and
I accept the terms in the license agreement.
ADOBE FLASH PLAYER ENABLED
Print
< Back
Next >
Cancel

SOS installs these applications on the Client computer:

- Adobe Flash[M] Player (Already installed with IE 10)
- Crystal Reports

Microsoft Internet Explorer (IE) is required, but not included in the SOS install. If it was not installed when you purchased your computer, you can download it free by going to www.microsoft.com. Please contact the seller if you have difficulty with this.

Depending on your operating system, Microsoft®.NET Framework 3.5 maybe installed along with Microsoft®.NET Framework 4.0, if not already on your computer.

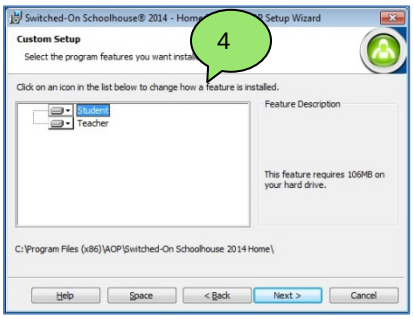
The **Switched-On Schoolhouse 2014 - Home Edition - AOP Setup Wizard** window appears. It walks you through the installation process step-by-step.

3. The **End User License Agreement (EULA)** displays. Read this agreement carefully. If you agree to the terms of the agreement click the circle beside the "**I agree…**" statement and click **Next**.

4. The **Custom Setup Screen** displays. If you want only the SOS Student features installed:
   - Select **Teacher** and highlight: **X this feature will not be available**

   If you want only SOS Teacher features installed:
   - Select **Student** and highlight: **X this feature will not be available**

   Click **Next.**

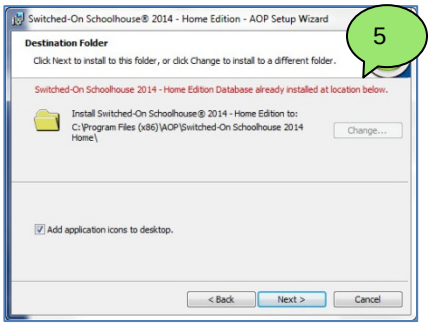


5. The **Destination Folder & Desktop Icons** screen displays. Click **Next,** unless you need to change the location where the application is automatically placed or you don't want the shortcut icons for SOS Teacher and SOS Student on your desktop.

We HIGHLY recommend leaving SOS in the default location.

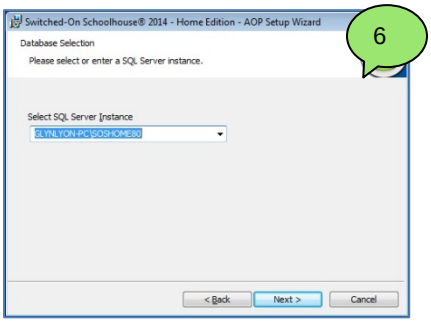
If you must change the default location of SOS, click **Change** and enter the pathname to the folder to be used, and then click **OK**.

To remove the shortcut icons on your desktop, remove the check beside **Add application Icons to desktop**, then click **Next**.


5
Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Switched-On Schoolhouse 2014 - Home Edition Database already installed at location below.
Install Switched-On Schoolhouse® 2014 - Home Edition to:
C:\Program Files (x86)\AOP\Switched-On Schoolhouse 2014 Home\
Change...
Add application icons to desktop.
< Back
Next >
Cancel

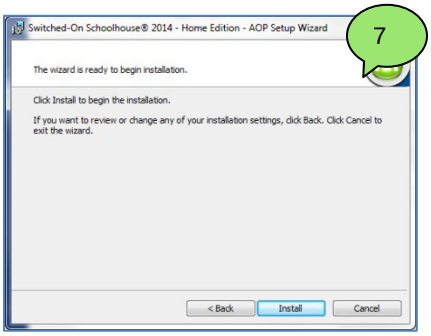
6. On the **Database Selection** window, locate the computer where your full install resides, either by using the dropdown menu or typing in the computer name followed by:**\SOSHOME80** in the blank textbox. Click **Next** after the location is selected.

NOTE: To locate the computer name of the computer where the full install resides, go to the computer with the full install and press the **Windows** key and the **Pause/Break** key at the same time.

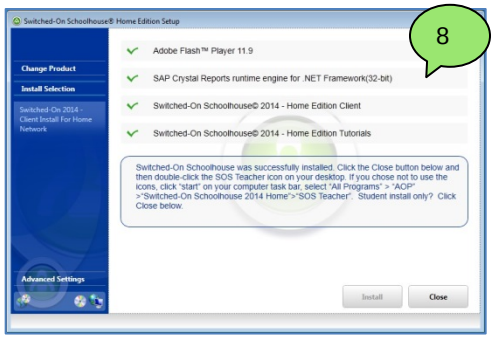

6
Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
Database Selection
Please select or enter a SQL Server instance.
Select SQL Server Instance
< Back
Next >
Cancel

When you click **Next**, the application tries to connect to the database on the computer with the full install. If one is found, continue with Step 8. If a connection cannot be made, a message displays that it could not connect to a valid database. Repeat Step 7 until you have a valid connection.

NOTE: Locate the procedure "Client Installation Troubleshooting" at www.aophomeschooling.com/support/ for further assistance.


7
Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
< Back
Install
Cancel

7. Once you have successfully located the database connection, **the Wizard is ready to begin the installation** screen displays. Click **Install**.
8. After all of your new files are copied, you see the completion confirmation screen. Click **Finish**.
9. You see the **Welcome** screen again. This time the Switched-On Schoolhouse 2014 - Home Edition Tutorials are ready to be installed. Click **Next** to continue.
10. The **Destination Folder** (for the Tutorials) screen displays. Click **Next**. (See # 17 on page 11)
11. Click **Install** to begin installation of the tutorials. (See #18 on page 11)


8
Switched-On Schoolhouse® Home Edition Setup
Change Product
Install Selection
Advanced Settings
Adobe Flash™ Player 11.9
SAP Crystal Reports runtime engine for .NET Framework(32-bit)
Switched-On Schoolhouse® 2014 - Home Edition Client
Switched-On Schoolhouse® 2014 - Home Edition Tutorials
Switched-On Schoolhouse was successfully installed. Click the Close button below and then double-click the SOS Teacher icon on your desktop. If you chose not to use the icons, click "start" on your computer task bar, select "All Programs" > "AOP" >"Switched-On Schoolhouse 2014 Home">"SOS Teacher". Student install only? Click Close below.
Install
Close

Switched-On Schoolhouse® 2014 - Home Edition - AOP Setup Wizard
13
Setup Wizard Completed
The Setup Wizard has successfully installed Switched-On Schoolhouse® 2014 - Home Edition. Click Finish to exit the wizard.
< Back
Finish
Cancel

12. The **Setup Wizard Completed** screen appears. Click **Finish**. (See #19 on page 12.)
13. You should now see the list of all programs needed by SOS. Each should have a checkmark next to it indicating that all were successfully installed. At the bottom of the list you see a message inside a box with instructions on accessing SOS. Click **Close** after reading this message.

Your Client installation process is complete. If you have no additional computers where you plan to install SOS Client, you are ready to move onto Registration and Setup. Go to page 22 to continue.

If you have additional computers where you want to install SOS Client, return to Step 1 on page 13.

Don't forget to remove the application disc from your CD-ROM or DVD drive!

Upgrading to SOS 2014 Home Edition

If you have an older version of SOS (prior to the 2012 version) that you need to remove:

1. Press the **Windows (** **)** and **r** keys at the same time
2. Type "control" into the run box and click the **OK** button.
3. Select **Add/Remove Programs** (it might say **Programs and Features**).
4. Select the program to be removed. (If you need to remove SOS 2014, see the section beginning on page 17 for instructions *before* proceeding.)
5. Click **Remove**.

Upgrading from 2013 to 2014

If you are currently running the 2013 version of SOS, you can upgrade directly to the SOS 2014 edition. Your upgrade makes your 2013 data available in the new program, letting you take full advantage of SOS 2014.

If you have the client version installed, you need to upgrade the Full Install BEFORE doing anything with the client installation. After the Full Install has been upgraded, you need to uninstall the 2013 client, and then install the 2014 client application.

If you plan to use 2014 curriculum, you *must* upgrade your application.

The 2013 to 2014 upgrade process automatically backs up your database and restores it for use with the 2013 version of SOS. As a precaution, you should always perform a backup from your existing installation before you install the new version.

Need help doing a backup? Open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher** > **Application** > **Backing Up Files**.

If you are upgrading from 2013 to 2014, do NOT uninstall your 2013 version of SOS. The upgrade process automatically migrates your data and uninstalls the old version for you. You may notice there are duplicate icons for both SOS Teacher and SOS Student for a very brief time during the upgrade process; this is expected. There will only be one set when the upgrade is done.

To complete your upgrade from 2013:

Go to page 8 of this guide and follow the instructions in the SOS Home Edition - Full install section. If you also need to perform a Client Install (page 12), do this after you finish the Full Install on your primary computer.

Switched-On Schoolhouse® 2014
Install and Setup Basics

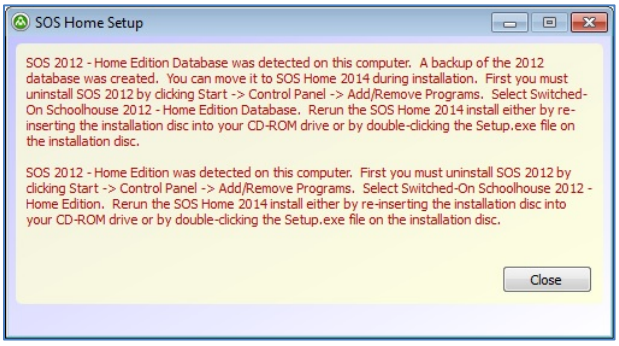
Upgrading from 2012 to 2014

Upgrading is necessary if you plan to use either SOS 2014 or the 2014 curriculum. If you have the client version of SOS 2012 installed, you must have already upgraded the full install to 2014 BEFORE you perform any upgrade activity on the client. After the full version install has been upgraded, you need to uninstall the 2012 client, and then reinstall the client using the 2014 installation disc.

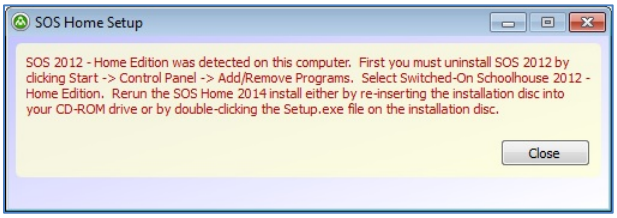
The upgrade process automatically backs up your database and restores it for use with the 2014 version of SOS. As a precaution, you should always create a backup of your existing database before you install the new version.

For help creating a backup, open your existing installation of SOS Teacher, click **Help** > select **User Manual** > select **SOS Teacher** > **Application** > **Backing Up Files**.

1. When you put the **SOS 2014 application disc** in your CD-ROM drive, the first screen you see advises you that a backup of your database has been created and that you must manually uninstall SOS 2012. Click **OK** and remove the application disc.

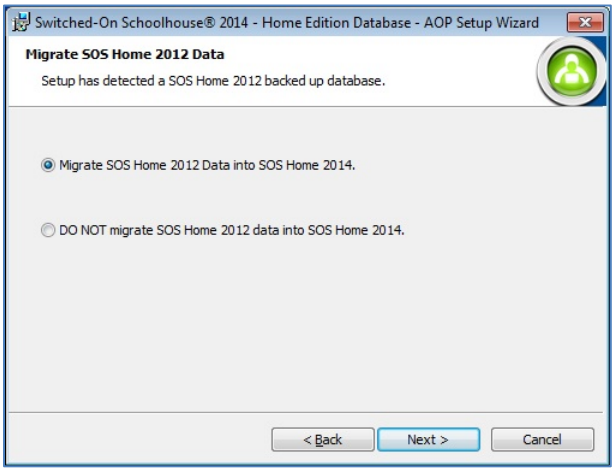

SOS Home Setup
SOS 2012 - Home Edition Database was detected on this computer. A backup of the 2012 database was created. You can move it to SOS Home 2014 during installation. First you must uninstall SOS 2012 by clicking Start -> Control Panel -> Add/Remove Programs. Select Switched-On Schoolhouse 2012 - Home Edition Database. Rerun the SOS Home 2014 install either by re-inserting the installation disc into your CD-ROM drive or by double-clicking the Setup.exe file on the installation disc.
SOS 2012 - Home Edition was detected on this computer. First you must uninstall SOS 2012 by clicking Start -> Control Panel -> Add/Remove Programs. Select Switched-On Schoolhouse 2012 - Home Edition. Rerun the SOS Home 2014 install either by re-inserting the installation disc into your CD-ROM drive or by double-clicking the Setup.exe file on the installation disc.
Close

If you have completed your full install and are now installing the Client, you see a message (second on right) alerting you if you have not already removed SOS 2012.


SOS Home Setup
SOS 2012 - Home Edition was detected on this computer. First you must uninstall SOS 2012 by clicking Start -> Control Panel -> Add/Remove Programs. Select Switched-On Schoolhouse 2012 - Home Edition. Rerun the SOS Home 2014 install either by re-inserting the installation disc into your CD-ROM drive or by double-clicking the Setup.exe file on the installation disc.
Close

2. To uninstall SOS 2012, Press the **Windows (** **)** and **r** keys at the same time.
3. Type “control” into the run box and click the **OK** button.
4. Select **Add/Remove Programs** (it might say **Programs and Features**).
5. Remove **Switched-On Schoolhouse® 2012 Home Edition, Switched-On Schoolhouse® 2012 Home Database**, and the **Switched-On Schoolhouse 20121 - Home Edition Tutorials**.
6. Return the SOS Home Edition 2014 application disc into your CD-ROM drive. Follow the instructions in the SOS Home Edition - Full install section beginning on page 6.

   When you reach Step 10 (of the Full Install), return to this page and continue with **number 6** on the next page for instructions on migrating your 2012 database to your 2014 application.


Switched-On Schoolhouse® 2014 - Home Edition Database - AOP Setup Wizard
Migrate SOS Home 2012 Data
Setup has detected a SOS Home 2012 backed up database.
Migrate SOS Home 2012 Data into SOS Home 2014.
DO NOT migrate SOS Home 2012 data into SOS Home 2014.
< Back
Next >
Cancel

7. Click **Next** on the **Migrate SOS Home 2012 Data** screen and then return to Step 12 of the Full Install on page 10. If you do NOT want to migrate your database to SOS 2014, click the circle next to "**Do NOT migrate Home 2012 data…**", click **Next** to enter database setup information, click **Next** again, and then return to Step 17 on page 11 to finish your upgrade.

   NOTE: If you do not migrate your database, the information it contains will not be available to you or your students in SOS 2014.

   NOTE: If you are migrating from 2012 or 2013, any changes you made to your **Avatar**, **Wallpaper**, or **Photo Album** are not migrated. You need to set those **Home Page** items when you open the 2014 edition of SOS.

Upgrading from Earlier (than 2012) Versions

If you have a version of SOS older than 2012 installed, you need to uninstall it. SOS 2014 cannot be installed over those older versions. Again, please create a backup of your database.

NOTE: You will *not* be able to migrate a 2010 or earlier database to SOS 2014.

For help doing this, open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher** > **Application** > **Backing Up Files**.

To uninstall:

1. Press the **Windows (** **)** and **r** keys at the same time.
2. Type "control" into the run box and click the **OK** button.
3. Select **Add/Remove Programs** (it might say **Programs and Features**).
4. Remove **Switched-On Schoolhouse® 200X**. (X being the year of your presently installed version.)
5. Remove **Microsoft® SQL Desktop Engine (SOSHOME309)**

Removing (Uninstalling) Switched-On Schoolhouse® 2014

1. Open **Add/Remove Programs** in the **Control Panel**.
2. Remove **Switched-On Schoolhouse 2014 – Home Edition**.
3. Remove **Switched-On Schoolhouse 2014 – Home Edition Database**.
4. Remove **Switched-On Schoolhouse 2014 – Home Edition Tutorials**

All steps below are optional. It is not necessary (*nor recommended*) for you to remove Microsoft SQL Server and its components. If you reinstall SOS, this application and all of the components WILL be installed again. If you choose to remove Microsoft SQL and have more than one instance of SQL installed on your computer; do not remove any SQL items except SOSHome80.

1. Remove **Microsoft SQL Server 2008 R2**.
2. On the **Uninstall** dialog window, select the instance of **SOSHOME80** and **SQL Client Connectivity SDK Redistributable Features**, and then click **Next**.

7. Click **Close** to proceed when the **Complete** screen displays.
8. Once the **SQL Server 2008 R2** uninstall is finished, one SQL component remain in your installed programs list. Remove **Microsoft SQL Server Native Client**.

NOTE: If you do choose to remove Microsoft SQL Server 2008 R2, it MUST be removed before any of its components are removed or it will not be properly uninstalled and any subsequent installation attempts *will fail*. If you try to uninstall one of the components first, you will see a warning that the server should be removed first.

Preliminaries

SOS uses Adobe Reader. If you do not already have Adobe Reader, you can install it from SOS Installation Disc 2.

You can copy it to your computer hard drive by:

1. Put SOS Installation Disc 2 into the CD-ROM or DVD drive of your pc.
2. If the **Install** window opens, click **Close**.
3. At the same time, press the **Windows** ( ) and **e** keys.
4. Right-click the drive containing the SOS installation disc, and click **Open**.
5. Double-click the **Adobe Reader** folder or right-click your mouse and select **Open**.
6. Double-click the folder for your operating system or right-click you mouse and select **Open**.
7. Double-click the file for your operating system inside that folder to install the **Reader**.

Setting Up Switched-On Schoolhouse® 2014

Before You Begin

The rest of this guide walks you through the basic school level setup you need to get yourself and your students working in SOS as well as a few suggestions to help you make the most of your Switched-On Schoolhouse experience.

Before your students can begin working in SOS, you need to establish your school, students and curriculum. To simplify this process, SOS offers a **Setup Wizard** to walk you through the steps to establish your basic school level setup. The information on the next couple of pages is offered to help you make the best choices for your students.

The registration process and the teacher login process are described here, along with some explanation about how the SOS features interact with one another and the impact your choices might have on your students.

Making the Most of Your SOS Setup Screens

SOS lets you decide how your students:

- Process new information
- Are graded for their work
- Progress through the curriculum

So, you need to understand what each options does and how these options connect with one another.

SOS is designed so that you set up options for assignments, grades, terms; and quizzes and tests at the *School* level first, the *Student* level second, and the *Subject* level third. Each level gets more specific, enabling you to customize the learning experience for your students according to their needs.

For example, if you want all students in your school to be able to play the **Spelling Bee**, leave the checkmark in the checkbox beside **Spelling Bee** in the **Games Access** section of the **School Setup** screen.

Removing the checkmark prevents the students from accessing the game.

Consider this scenario for example:

One of your students, Harry, tends to play **Spelling Bee** repetitively. You want him to spend more time studying his lessons.

You go to Harry's **Student Setup** screen (specific to him only). You remove the checkmark beside **Spelling Bee** in the **Games Access** section of that screen.

Finally, you decide that Harry needs the repetition of the words in **Spelling Bee** in *Science* and you want him to practice as much as possible. To give him access to **Spelling Bee** in *Science*, you put a checkmark in the box beside **Spelling Bee** on Harry's *Science* **Subject** screen.

You have now set up your school so that:

- At the *School* level all students have access to Spelling Bee
- At the *Student* level, Harry does not have access to Spelling Bee
- At the *Subject* level, Harry does have access to Spelling Bee

Keep in mind: Every time you go to a more specific level of setup you override the setting on the levels above. It is important to remember (or check) the options you set at the lowest levels of setup. Those are the options that apply.

When you are deciding between options during the setup process, remember that you can choose to set up options at the *School* level and leave it at that. Setup need be only as specific as you decide. In fact, we recommend that as you first start using SOS, use the school settings until you determine the need for changes to settings at the student or subject level.

The information in this guide is for *School* level setup only. You can find instructions for *Student* and *Subject* level setup in the **Help** files in SOS Teacher by pressing the **F1** key.

Logging In

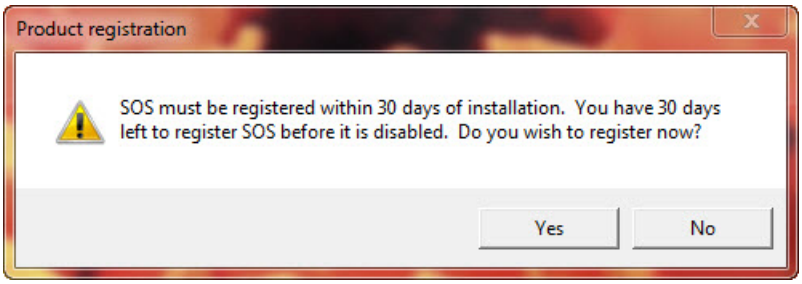
As a teacher, you use a single account to perform all your administrative functions, including grading student work. You are asked to login with a teacher password each time you start work in SOS Teacher. This protects your account, blocking others from answer keys, student grades, and teacher controls.

1. Enter your **password** (the one you created during installation – see page 9) in the password field. (Check your caps lock key if you get an error message, it is case sensitive.)
2. Click the **Login** button.

Registration

The first time you login, you are asked to register your software installation. Switched-On Schoolhouse® requires the registration process be completed within 30 days from the time you install the software. We recommend you register upon initial login and eliminate the daily reminders for both you and your student(s).

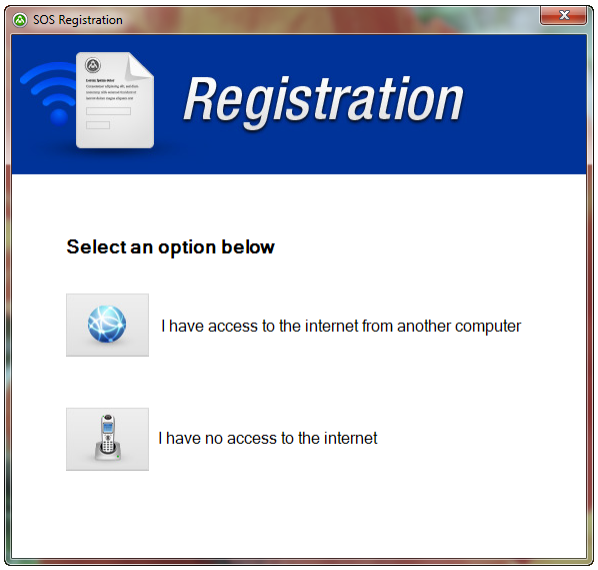
When you login initially, you see a message similar to this, click **Yes** to register now.


Product registration
SOS must be registered within 30 days of installation. You have 30 days left to register SOS before it is disabled. Do you wish to register now?
Yes
No

When you click **Yes** on the **Product Registration** pop-up box, the application automatically attempts to connect you to the AOP website page for SOS registration. If a connection is detected, you are automatically connected to the SOS Registration page where you can complete the registration electronically. (See **Registering On-Line** below.)

If an internet connection is not detected, you are presented with an option to register electronically from another computer or if you have no internet access, to register by telephone.

To register electronically, click the first option, **I have access to the internet from another computer**.

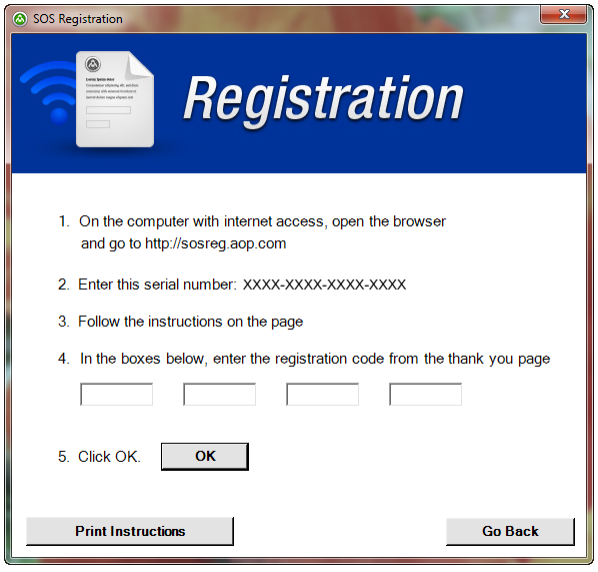

SOS Registration
Registration
Select an option below
I have access to the internet from another computer
I have no access to the internet

You then see a page that looks like the one to the right. You can click the **Print Instructions** button to print a copy of this page to take with you to the other computer.

Alternately, you can copy the serial number provided in **Step 2** on this page.

Either way, follow these steps to complete the registration process.

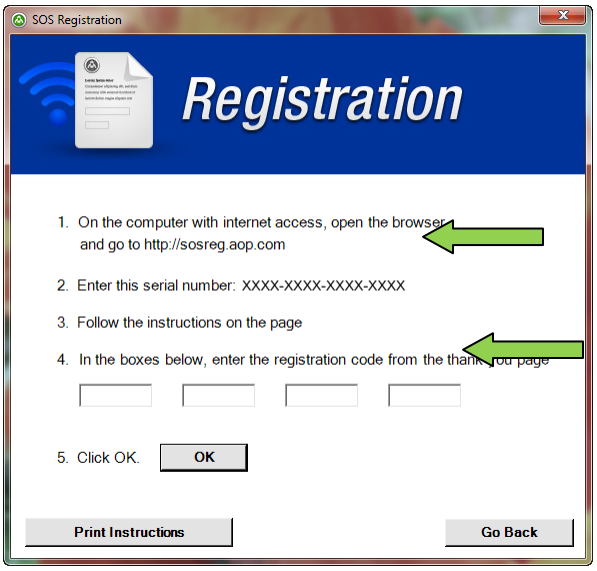
1. On the alternate computer, open a browser and go to http://sosreg.aop,com and then see **Registering On-Line** below.
2. Enter the **serial number**.
3. Follow the instructions on the form.
4. Copy the **Registration Code** you receive on the **Thank You** page when the registration process is completed on-line.
5. Return to the original computer with the full installation of SOS and enter the **Registration Code** in the four boxes shown in **Step 4** of the **SOS Registration** page (as shown in the image above,)
6. Click **OK**.


SOS Registration
Registration
1. On the computer with internet access, open the browser and go to http://sosreg.aop.com
2. Enter this serial number: XXXX-XXXX-XXXX-XXXX
3. Follow the instructions on the page
4. In the boxes below, enter the registration code from the thank you page
5. Click OK.
OK
Print Instructions
Go Back

Register By Telephone

If you cannot register electronically, click the second option, **I have no access to the internet**. You then see the toll-free number to call along with your product name and installation serial number. The service representative needs the following information from you:

- **First** and **Last Name**
- **Address**, **City**, **State**
- **Zip/Postal Code**
- **Country**
- **Email address**
- **Phone number**


SOS Registration
Registration
1. On the computer with internet access, open the browser and go to http://sosreg.aop.com
2. Enter this serial number: XXXX-XXXX-XXXX-XXXX
3. Follow the instructions on the page
4. In the boxes below, enter the registration code from the thank you page
5. Click OK.
OK
Print Instructions
Go Back

AOP has several optional products / services available that the Customer Service Representative (CSR) may offer you. For example, if you want to receive the **Daily Focus**, a daily devotional or the **Homeschool View**, an electronic newsletter, you will also be asked to provide your e-mail address.

The CSR will give you a **registration code** when the process is complete. You must enter it into the four boxes in **Item 4** on the screen exactly as given. We recommend that you write it down and keep it in a secure place, possibly on the sticker with your serial number in the front of this guide. Click **OK** when you are finished. Remain on the line with the CSR until you have a message confirming your successful registration.

Registering On-line

If an internet connection is detected, an account login screen similar to the **SOS Online Registration** screen to the right is displayed.

Online Product Registration
SOS Online Registration
Please complete your online registration of Switched-On Schoolhouse with the form below. It's brief and only takes a few moments to complete. (Note: You will have to scroll down the page to complete it fully and then click the Submit button to finish.)
Serial Information
Your serial number is case-sensitive. Please enter it in the fields below (four characters per field).
Serial Number
XXXX-XXXX-XXXX-XXXX
Customer Information
First Name
Last Name
Email Address
Phone Number
Mailing Address
Address 1
Address 2
City
State / Province
Select State
Zip / Postal
Country
United States
CANCEL
SUBMIT

An **SOS Online Registration** screen like the one to the right appears. Notice your serial number is already populated. Please complete the form by entering:

- **First** and **Last Name**
- **Address**, **City**, **State**
- **Zip/Postal Code**
- **Country**
- **Email address**
- **Phone number**

Click **SUBMIT** to finish your registration. A new window opens with a message confirming the successful registration of your SOS software installation. This message includes your *registration code*. Please, write this number down and keep it in a secure location (like the front cover of this guide) or print the page and put it in a safe place. Click **OK** on this message screen after noting the registration number.

If your full SOS install is on another computer go to the previous page and continue with Step 5 to complete your registration process.

Should you misplace either your serial number or registration number, you can find them on the **About** page of your SOS application. Click the **About** link in the upper right corner of your **Home Page** for access. If you are using the Classic theme, click the **SOS logo** on your **Home Page** for access.

If you need to reinstall SOS, your registration number was saved as part of the backup file, so after you reinstall Switched-On Schoolhouse, logon to SOS Teacher, and restore your most recent backup. The registration number is automatically applied and you do not need to re-register.

Register Later

If you choose not to register your product immediately, you can access the application for up to 30 days after installation. Each time you open your *Teacher* application you see a registration reminder with the number of days you have to register before your software is disabled.

Click **Yes** anytime you see this message to register.

If you do not register by the end of the 30 day grace period, a message appears on day 30 advising you that SOS will be disabled if you do not register today.

Click **Yes** to register now and follow the procedures on pages 19 – 20.

If you have not registered by day 31, a message appears when SOS Teacher *or* SOS Student are opened advising you that SOS has been disabled and cannot be opened until the product has been registered. Registration can only be performed from the SOS Teacher application. Students receive a message advising them to notify their teacher that they cannot continue.

When you try to open SOS Teacher, click **OK** on the message to register the product at this time.

SOS Setup Wizard

The first time you login to SOS Teacher, the **Setup Wizard** appears. It walks you through the necessary setup steps for your school. There are only three basic steps to set up your schoolwork:

1. Setup your school term and calendar options
2. Add your students
3. Install curriculum and assign subjects

When you click the **Finish** button at the end of the **Setup Wizard**, the basic setup for SOS is complete. You and your students can immediately begin working. To customize assignment or grade options for your school or change options for a specific student or subject, please see the electronic Help file (press **F1**) for step-by-step instructions. You can also access the Help file by clicking **User Manual** in the **Help Center** widget on your **Home Page.** There are also a number of tutorials to walk you through many of these functions. You can access them from the **Help Center** widget on your **Home Page** or by clicking the 2014 SOS Tutorials icon on your desktop**.**

NOTE: One of the tutorials Switched-On Schoolhouse includes is, “How to Use the Setup Wizard”. It walks you through a basic school setup. There are three ways to access the tutorials:

1. Click **Start** on your computer's taskbar, and then select **All Programs > AOP > Switched-On Schoolhouse > Tutorials**.
2. Double-click the **Tutorials** shortcut icon on your desktop.
3. Click Tutorials in the **Help Center** widget on your **Home Page**.

The **Setup Wizard** may also be viewed online at www.sostutorials.com. Click the tutorials tab to access them. See a complete listing of available tutorials on page 33.

Ready to Begin?

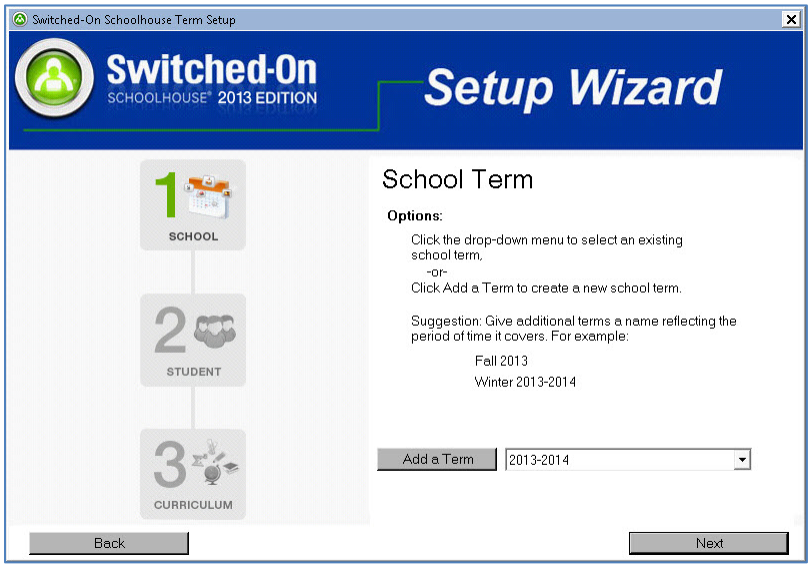
Click **Next** to begin your setup process or click **Cancel** to exit the **Setup Wizard**.

1 - School

School terms are important because you cannot assign schoolwork to your students without them. There are a couple of points to keep in mind as you work with terms:

- A student can only work in ONE term at a time. If you assign work to a student in more than one term, you must switch their active term each time they need to work on an assignment from the non-active term. Though there is a **View Other Term** button in SOS Student on the **Schoolwork** screen, it does not allow students to work in other terms. This button only allows them to *see* what work is assigned to them in any other school term. They cannot perform any work on assignments in other terms until you change their active term using the SOS Teacher program.
- Terms help you keep SOS School records organized. You should create a new term for each new school year.

You already created a term when you installed Switched-On Schoolhouse® 2013. If you want to use that term, click **Next** at the bottom of the **School Term** screen and continue creating a calendar on the following page.



If you do need to create a new term:

1. Click **Add a Term** on the **School Term** screen.
2. Type in the name you want to assign to the school term.
3. Click **Save Term**.
4. Click **Next** to see the **Calendar** screen appear.

Switched-On Schoolhouse Calendar Setup
Switched-On
SCHOOLHOUSE 2013 EDITION
Setup Wizard
1 SCHOOL
2 STUDENT
3 CURRICULUM
Calendar
Linking the term to a calendar enables you to give due dates for student assignments.
Options:
Yes - I want to give due dates for student assignments.
No - I do not want to give due dates to student assignments.
Back
Next

Creating a Calendar

Creating a calendar allows you to assign due dates to student assignments. Due dates help students know how much work must be done each day so they can complete their assigned work by the end of the school year. When due dates are turned off, students must pace their own schoolwork.

1. Determine if you want to assign due dates:
   - Select **Yes** if you want to assign due dates to student assignments.
   - Select **No** if you do not want to assign due dates to student assignments. (After you click **Next** to continue, go to **Add Students** on page 26.)
2. Click **Next** to continue.

   Click the circle next to the type of calendar you want to use:
   - **I want to use a Traditional calendar** – this calendar begins the day after Labor Day and lasts 180 school days, excluding time taken off for holidays. You can change the pre-set holidays, school days, or school end date for your school.
   - **I want to use a Custom calendar** – this calendar allows you to choose the start and end days of the term as well as assigning any holidays to be included. It is useful if you need to start a term at a time not usually associated with the start of the school year or if you want to compress a school year.

Switched-On Schoolhouse Calendar Setup
Switched-On
SCHOOLHOUSE 2013 EDITION
Setup Wizard
1 SCHOOL
2 STUDENT
3 CURRICULUM
Calendar
I want to use a Traditional calendar
(School term begins the Tuesday after Labor Day, lasts 180 days, and takes time off for holidays.)
I want to use a Custom calendar
(You choose the start and end date of the school term and manually set up holidays.)
Back
Next

3. Click **Next** to continue.
4. If you chose a traditional calendar, select the school year using the up and down arrows, and then click **Next** to continue. If you chose a custom calendar, you can select start and end dates for your calendar. SOS defaults the **Start Date** to today and the **End Date** to 180 weekdays from today. You can leave this or change it. To change the dates:
   - Select the **End Date** for your school year, and then select the **Start Date** for the school year.
   - Click **Next** to continue.

Customizing Your Calendar

After you have determined the type of calendar you want to use, you can customize the calendar. You can change school days to non-school days and vice-versa. You can change individual days or a series of days. You may do this now or at any time during the school term. Just press **F1** to access the electronic **Help** file for step-by-step instructions or watch the tutorial for a video demonstration.

Switched-On Schoolhouse Calendar Setup
Switched-On
SCHOOLHOUSE® 2013 EDITION
Setup Wizard
1 SCHOOL
2 STUDENT
3 CURRICULUM
Customize Calendar
The SOS calendar includes features that allow you to customize it to meet your needs.
Options include:
Changing school days to non-school days
Changing non-school days to school days
Adding special events like vacation or field trips
Would you like to customize your calendar?
Yes (I want to customize my calendar.)
No (I do not want to customize my calendar.)
Back
Next

1. Click **No** if you do not want to customize your calendar now. Click **Next** to continue. Skip to the *Viewing the Calendar* section on the next page.

   Click **Yes** to customize your calendar now, and then click **Next** to continue.

Switched-On Schoolhouse Calendar Setup
Switched-On
SCHOOLHOUSE® 2013 EDITION
Setup Wizard
1 SCHOOL
2 STUDENT
3 CURRICULUM
Customize Calendar
Use to customize your calendar marking specific days as special events such as Thanksgiving or Spring Break.
To choose a single day such as a field trip for example, set the start and end date as the same day.
Click Finished to continue with the setup process.
Enter description: Surprise Weekend
Start Date: 10/24/2013
End Date: 10/25/2013
Number of Days: 2
Do you want these dates to be schooldays?
Yes
No
Customize more days
Finished
Cancel

2. Set each date or range of dates individually. To choose specific dates for things like holidays and vacation:
   - Select the **Start Date** and **End Date** of the period you want to customize.
   - Enter the **Description** for the date range, for example, “Family Reunion” or “Weather Catch-up Days”.
   - Select **Yes** to designate these days as school days or select **No** if these days are not to be considered school days.
3. Click **Customize more days** if you want to add more custom dates and return to **Step 2**.
4. Click **Finished** when you have entered the last date you want to customize. A confirmation box appears asking you to select **Yes** if you are finished customizing calendar dates.

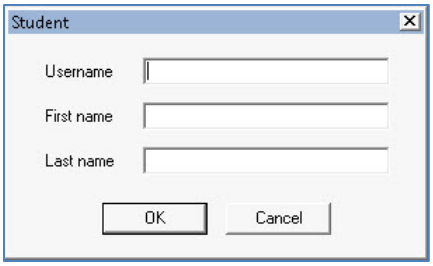
Viewing the Calendar

1. Click **View Calendar** to see your selected school term.
2. After you view the calendar, click **Save** to retain the changes you made to the calendar or **Cancel Changes** to not retain the changes.
3. Click **Next** to continue or Click **Back** to return to **Customized Calendar** to make additional changes.

2 - Add Students

Before students can get started in SOS Student, you need to "enroll" them in your school. SOS allows you to have up to five students working in SOS at once. If you want students to use a password to login, you need to set this up after you complete the **Setup Wizard**. You can press the **F1** key to access the electronic Help file for instructions on setting up a student password. The Student Setup function allows you to add students, edit student profiles or remove students from SOS. For now we are going to add students.

1. To add students, click **Next** on the first **Student Setup** screen to begin.
2. If your student's name is not already displayed on the screen, click **Add** to open a small window where you can enter the student name and username.
3. Enter the **Username**. (This is the name SOS uses for the student, just like your teacher name. Use only letters and/or numbers. No periods or other special characters are accepted.)
4. Enter the student's **First name** and then **Last name**.
5. Click **OK** to see the student information appear in the large white box at the bottom of the **Student Setup** screen.
6. Click **Add** to add any additional students, **Edit** to make changes to a selected student, **Remove** to delete a selected student, or **Next** if you are done and ready to continue.



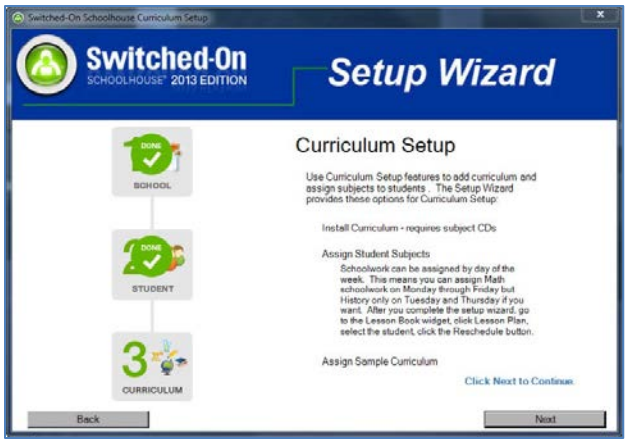
Installing Subjects

Before students can begin work in SOS Student, you need to install curriculum and assign it to them. Make sure you have your curriculum disc(s) handy before you begin.

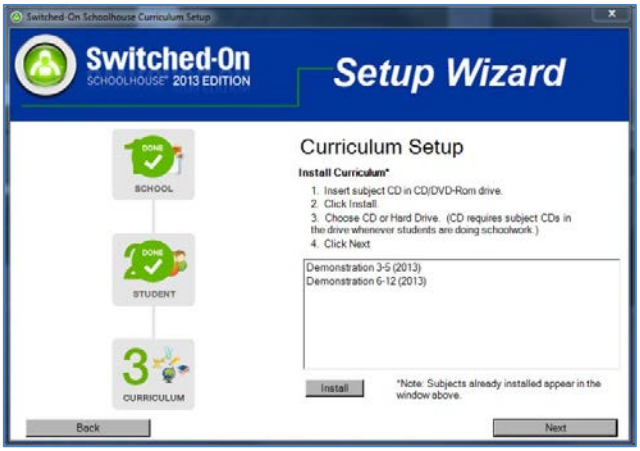
1. Click **Next** on the **Curriculum Setup** screen to begin.
2. Put the disc for one of your subjects in the CD-ROM or DVD drive and click **Install**.
3. Select **Leave on CD-ROM** if you want your student(s) to access the subject using the disc(s) or Select **Copy to Drive** if you want to install the subject onto your computer hard drive.
4. Click **OK**.

5. If you chose **Leave on CD-ROM**, go to Step 6. If you chose **Copy to Drive**, a window opens allowing you to copy to the default folder. Click **OK**. (You may choose another location provided there is enough free space on your drive, but we HIGHLY recommend leaving the curriculum in the default folder.)
6. SOS begins copying the subject to the selected drive. If the subject has more than one disc, SOS prompts you when to put in the next disc.

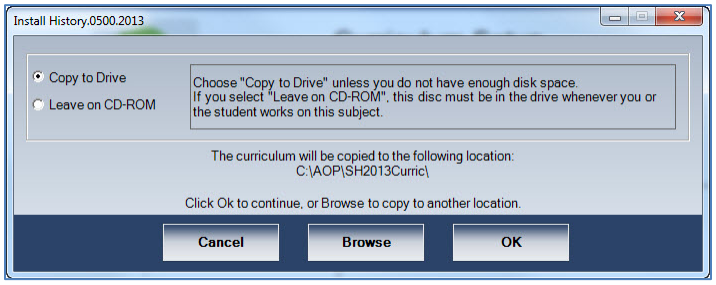
   Perform Steps 2 – 6 until you have installed all of the subjects you intend to assign, and then click **Next**.


Switched-On Schoolhouse Curriculum Setup
Switched-On
SCHOOLHOUSE 2013 EDITION
Setup Wizard
Curriculum Setup
Use Curriculum Setup features to add curriculum and assign subjects to students. The Setup Wizard provides these options for Curriculum Setup:
Install Curriculum - requires subject CDs
Assign Student Subjects
Schoolwork can be assigned by day of the week. This means you can assign Math schoolwork on Monday through Friday but History only on Tuesday and Thursday if you want. After you complete the setup wizard, go to the Lesson Book widget, click Lesson Plan, select the student, click the Reschedule button.
Assign Sample Curriculum
Click Next to Continue.
SCHOOL
STUDENT
CURRICULUM
Back
Next

Remember: If you do NOT load the subject onto your hard drive, the student must have the disc in the CD-ROM or DVD drive when working on the subject.

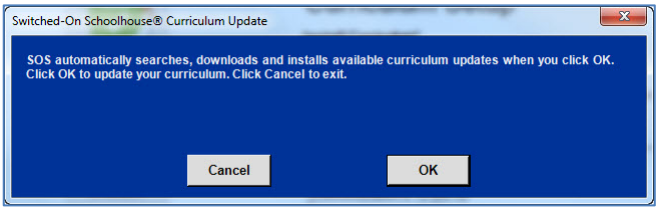


Note: Please see the **Setup Wizard** tutorial "How to Install a Subject" for additional assistance.


Install History.0500.2013
Copy to Drive
Leave on CD-ROM
Choose "Copy to Drive" unless you do not have enough disk space.
If you select "Leave on CD-ROM", this disc must be in the drive whenever you or the student works on this subject.
The curriculum will be copied to the following location:
C:\AOP\SH2013Curric\
Click Ok to continue, or Browse to copy to another location.
Cancel
Browse
OK

Assigning Subjects

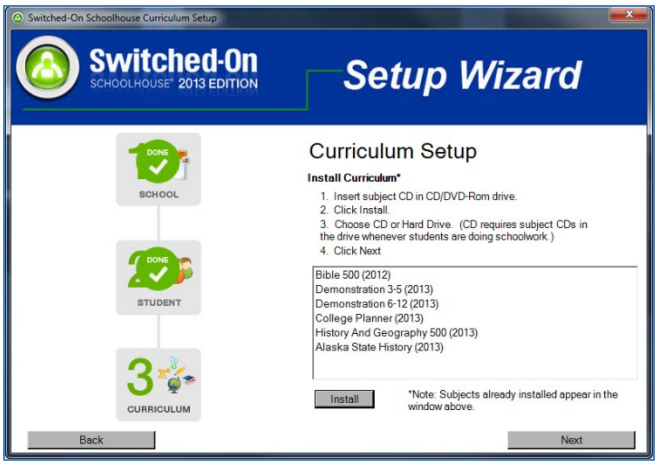
Now that you have installed your subjects, they can be assigned to your students. The first thing you see when you click **Next** moving to the **Assign Subjects** step is the **Curriculum Update** window. This is an automatic process. Just click **Ok** and the application automatically checks to see if there are any revisions or updates to the curriculum you have installed. If there are any updates, they are automatically applied to your database.


Switched-On Schoolhouse® Curriculum Update
SOS automatically searches, downloads and installs available curriculum updates when you click OK.
Click OK to update your curriculum. Click Cancel to exit.
Cancel
OK

Note: If you do not have internet access, you need to contact Customer Service periodically to see if there are any updates to your curriculum.

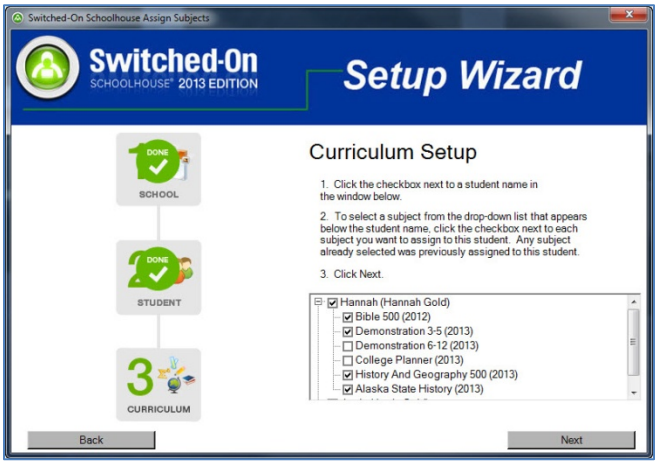
Click **OK** when the **Update complete** message displays, advising you of the number of assignments that were revised.

Assign each subject to the students who will be taking the course before you click **Next**. SOS allows you to assign multiple subjects to every student before you move on to the next screen.



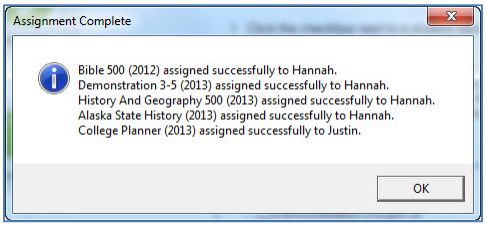
1. On the bottom half of the **Curriculum Setup** window, you see a list of your students, click the checkbox next to a student name. A list with all of the subjects you installed appears below each student's name.
2. Below each student's name, click the checkbox beside each subject you want to assign to the student.

   Repeat Steps 1 – 2 to assign subjects to additional students.
3. Click **Next** when you are finished.
4. Click **OK** when the **Assignment Complete Confirmation** box appears.


Switched-On Schoolhouse Assign Subjects
Switched-On
SCHOOLHOUSE 2013 EDITION
Setup Wizard
SCHOOL
STUDENT
CURRICULUM
Curriculum Setup
1. Click the checkbox next to a student name in the window below.
2. To select a subject from the drop-down list that appears below the student name, click the checkbox next to each subject you want to assign to this student. Any subject already selected was previously assigned to this student.
3. Click Next.
Hannah (Hannah Gold)
Bible 500 (2012)
Demonstration 3-5 (2013)
Demonstration 6-12 (2013)
College Planner (2013)
History And Geography 500 (2013)
Alaska State History (2013)
Back
Next

Note: Coursework may be assigned to students by day of the week.. When you are finished with the **Setup Wizard**, click **Lesson Plan** in the **Lesson Book** widget on your **Teacher Home Page**. Select the student (one at a time) and click the **Regenerate** button.

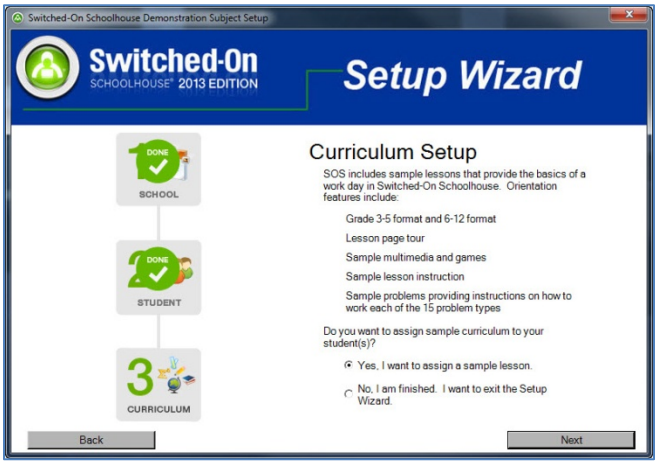
Assigning a Sample Lesson


Assignment Complete
Bible 500 (2012) assigned successfully to Hannah.
Demonstration 3-5 (2013) assigned successfully to Hannah.
History And Geography 500 (2013) assigned successfully to Hannah.
Alaska State History (2013) assigned successfully to Hannah.
College Planner (2013) assigned successfully to Justin.
OK

SOS includes a sample lesson to allow both you and your students to walk through a practice lesson. It should help both of you to learn about each feature and how to use it. The sample lesson also offers the opportunity to "try out" or practice the various problem types without concern for the impact to grades.

There are two sample lesson; one for students in grades 3 – 5, and one for students in grades 6 – 12. Each covers the same explanation and features. They are just presented in more age appropriate context.

1. If you do not want to assign a sample lesson or assigned it in the previous step, click the circle beside **No, I am finished. I want to exit the Setup Wizard**; and click **Next** at the bottom of the screen to exit the **Setup Wizard**.
   To assign the sample lesson to a student now, click the circle beside **Yes, I want to assign a sample lesson** and continue with Step 2.
2. Click the checkbox beside the **Sample Lesson** you want to assign under each student's name (just as you did to assign the regular subjects).
3. Click **Finish** on the **Assignment Complete Confirmation** box when you have selected the sample lesson(s) for each student.


Switched-On Schoolhouse Demonstration Subject Setup
Switched-On
SCHOOLHOUSE 2013 EDITION
Setup Wizard
SCHOOL
STUDENT
CURRICULUM
Curriculum Setup
SOS includes sample lessons that provide the basics of a work day in Switched-On Schoolhouse. Orientation features include:
Grade 3-5 format and 6-12 format
Lesson page tour
Sample multimedia and games
Sample lesson instruction
Sample problems providing instructions on how to work each of the 15 problem types
Do you want to assign sample curriculum to your student(s)?
Yes, I want to assign a sample lesson.
No, I am finished. I want to exit the Setup Wizard.
Back
Next

You can assign the sample lesson at a later time using the **Curriculum Setup** tab in SOS Teacher.

Click **Close** on the **Summary** page. Setup is complete. Your students can login and being working in Switched-On Schoolhouse any time now!

Click **OK** on the confirmation window.

You can click the **Details** button to see a summary of what courses were assigned to each student.

You can also click the **Switched-On Schoolhouse Overview** link to see a video overview of the application or click the **Switched-On Schoolhouse Tutorials** link to select any of the 20 plus SOS feature specific tutorials.

As a reminder, you can access the overviews, tutorials, user manual, tech support, or a link to sign up for a free training webinar in the **Help** widget on your Teacher **Home Page**.

Click **OK** when the **How to Run the Setup Wizard** box appears. (You only see this the first time the **Setup Wizard** runs.)

Home Page

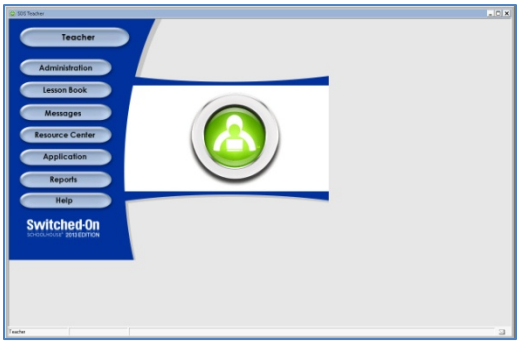
You now see your **Teacher Home Page**. You can use any of the functions of SOS Teacher from this location. Press **F1** or click the **User Manual** link (in the **Help** widget) to access the electronic Help files for additional assistance.

A couple of terms you may not be familiar with:

Avatar: the small picture to the right of your name in the upper right corner of your **Home Page**.

Widget: these are the boxes on the **Home Page** containing the sections of SOS plus the new options available to you. For example, all of your administration, application, and report functions are in separate boxes (widgets). You can also choose to have a Daily Bible Verse widget and RSS Feeds, each in a separate widget.

Please visit the **Help** file (F1), select **User Manual**, and open **Teacher Home Page** and **MiSOS Custom Theme** under **Getting Started** for information about how to use these items.



NOTE: If your **Home Page** looks like the picture to the right and you cannot access the other themes, you must upgrade your version of Internet Explorer to IE 7 or higher.

Help Resources

The **Help** function/button provides access to several Switched-On Schoolhouse's (SOS) products and services. You can use it for any of the following:

User Manual—immediately opens the SOS **Help** files. You can still press **F1** from anywhere in the application to access **Help** also. If you press **F1** on many of the forms and pages within SOS, the application takes you directly to the information for that form or page.

SOS Tutorials—enables you to open the SOS tutorials from within the application for a quick example of how to perform many functions within SOS.

SOS Overview—offers you a high level presentation of the many features available in SOS.

Content Feedback—provides a quick and easy access method to send AOP feedback about curriculum concerns.

Tech Support—lets you access the SOS Tech Support website directly. On this site you also find a series of videos addressing some common issues people have experienced. You can also find these videos in the SOS Tech Support Videos folder on SOS Installation Disc Two.

User Manual

The first option opens the online (electronic) **Help** file. Basically, it includes most of the SOS printable user manuals, such as this one. Installation information is not included, however. It does include instructions on how to use the three views available in the **Help** file, *Contents*, using the *Search* capability, and the *Index*.

Tutorials

The next option is the tutorials that show you a demonstration how to perform some of the functions you use in SOS. A list of them and your options for locating them are detailed on page 33 of this guide.

SOS Overview

Next, is a presentation series of videos providing an overview of the functions available in SOS and an opportunity to view sample pages of the SOS curriculum. See page 34 of this guide for an alternative means of locating them.

Content Feedback

Click **Content Feedback** to open the Tech Support page of the AOP Homeschool website. There you find a link to open a form to let the SOS team know you have comments or an issue with something in the curriculum.

Tech Support

Select this option to open the Tech Support page of the AOP Homeschool website where you will find a number of options to assist you as you use Switched-On Schoolhouse®.

Exiting SOS Teacher

Ready to close SOS? From your **Home Page**, you have three options for exiting SOS:

~ Click the **Close** button ( ) in the upper right-hand corner.

~ Click the **SOS icon** ( ) in the upper left-hand corner and select **Close** from the small menu that appears.

~ Press **Alt+F4** on your keyboard.

Activities Away from the Computer

Looking to add a bit of variety to your student's day? Switched-On Schoolhouse® also offers student activities that encourage learning away from the computer. Below are suggestions for off-computer tasks:

Special Projects

Each unit contains an assignment called "Special Project." This is a blank assignment available to teachers who want to create their own assignments and incorporate them into the grading system. Teachers can encourage artwork, model-building, map work, etc.

Experiments

Although science experiments are demonstrated for students through video clips, there's nothing like hands-on learning. Students will find a listing of the materials and procedures required for various experiments, enabling them to actually do the experiments at home. This list can be found either as a link in the **Course Overview** (lesson 1 in unit 1) or at www.aophomeschooling.com/switched-on-schoolhouse/ > **Grades** > select the grade level and then the science course within that grade level. Below the **Resources** heading, click the **Science Supply List** tab.

Novels/Reading

Language Arts 900-1200 all have a required novel. Students can find unit lessons in Switched-On Schoolhouse® to guide them as they read the novels.
Language Arts 300-800 all have book reports due in different units. Students can find a list of recommended books in the **Course Overview** lesson in Unit 1 of their Language Arts course.

Research

Students often need to go on field trips or make visits to a library or museum. They may also need to access other reference sources outside of Switched-On Schoolhouse® for their research. Teachers can use the adjustable calendar and lesson planning to schedule time for students to do research away from the computer.

Lesson Printouts

Printing out Switched-On Schoolhouse® assignments can be useful if there are several students sharing only one computer, or if students want to work where there's no access to a computer. Students can go through lessons on paper or even use the printed sheets to review for quizzes or tests. Printing vocabulary or spelling list words also allows students to study definitions and practice spelling away from the computer.

Handwritten Notes

To keep their skills up for non-computer-based courses, students, especially high school students, should regularly practice taking notes by hand while completing assignments on the computer. They can also use their notes to study from while they are away from the computer.

Hands-On Experience

Teachers can take advantage of opportunities to make practical application of what students are studying. If students are studying about measurement, for example, teachers can move the "classroom" into the kitchen and teach students how to bake cookies. If students are studying plants, growing an indoor or outdoor garden can help them to tangibly see the scientific principles. Teachers who are creative and involved in what their students are learning can come up with almost anything to effectively supplement learning on Switched-on Schoolhouse®.

Tutorials

Before you get too far along in using SOS, you might want to spend a little time reviewing the tutorials. They walk you through a number of functions you perform as a teacher. All of these tutorials are available on your computer after you install SOS 2014. All of the tutorials below are available on your computer after you install SOS 2014. To view them on your computer, double-click the desktop **Tutorials** icon or:

1. Click **Start** on your computer's taskbar.
2. Click **All Programs**.
3. Select **AOP**.
4. Select **Switched-On Schoolhouse 2014**
5. Select **Tutorials**.

NOTE: Windows 8 users: Find the tutorials using the tile view or on the desktop.

Tutorials

- Setup Wizard
- Backup and Restore Your Database
- Set Home Page Settings
- MiSOS Custom Theme
- Add a New Term
- Edit the Attendance Calendar
- Change Between School Days and Non-School Days
- Exclude a Range of Days
- Install a Subject
- Create Custom Subjects
- Create Custom Assignments
- Assign a Subject
- Globally Block and Unblock Quizzes and/or Tests
- Add Events to Student Calendars
- Create a Lesson Plan
- Update Lessons Plans (Regenerate Due Dates)
- Remove an Assignment
- Remove a Duplicate Subject
- Block and Unblock Individual Assignments
- Clear Highlighting
- Clear an Assignment
- Create a Transcript Report

SOS Overview Presentation

Switched-On Schoolhouse also offers another view of the program. It is called the SOS Overview Presentation. It includes:

- Teacher Home Page
- Administration - Assignment Settings
- Administration - Quiz and Test Settings
- Administration – Grade, Term, and Home Page Settings
- Administration - Student Setup
- Administration - Curriculum Setup
- Lesson Book - Assignments
- Lesson Book - Lesson Plan and Attendance
- Student - Home Page
- Student - Schoolwork
- Student - Lesson Presentation

You can access this presentation by clicking the **SOS Overview** link in the **Help** widget on your **Home Page**.

You can also access them by going to www.aophomeschooling.com, then:

1. In the **Curriculum Options** column on the left side of the page, click **Switched-On Schoolhouse**
2. Select **Grades**
3. Click the **grade level** or **subject** folder
4. Click the **SOS box** or specific **subject** CD
5. Click the **Resources** tab in the middle of the page
6. Click **On-Demand Presentations**

Switched-On Schoolhouse
Home Edition
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1. **Indemnification.** You, the User of this Product, agree to indemnify and hold AOP, its parents, subsidiaries, affiliates, and assigns, and each of their directors, officers, agents, contractors, partners and employees, harmless from and against any loss, liability, claim, demand, damages, costs, and expenses, including reasonable attorneys' fees, arising out of this Agreement or in connection with any use of the Product including but not limited to any damages, losses, or liabilities whatsoever with respect to damage to any property or loss of any data arising from the possession, use, or operation of the Product by the User or any customers, users, students, or others, or arising from transmission of information or the lack thereof connected with the Product described in this Agreement or related to any misuse or misappropriation of any portion of the Product or the Product Content (as that term is defined below)..

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7. **Severability.** If any provision of this Agreement is held to be ineffective, unenforceable, or illegal for any reason, AOP may reform such provision to the extent necessary to make it effective, enforceable, and legal or such provision may be deemed severed and in either case this Agreement with such provision reformed or severed shall remain in full force and effect to the fullest extent permitted by law. AOP's failure to enforce any part or portion of this Agreement shall not be considered a waiver by AOP.

8. **Controlling Law and Controversies.** This Agreement shall be governed by the laws of the State of Arizona and of the United States. You understand and agree that use of the Product may involve interstate data transmissions which may be considered a transaction in interstate commerce under federal law. If any controversy or claim related to this Agreement cannot be solved by negotiation between the parties, the parties hereby agree to attempt in good faith to settle the dispute through mediation administered by a mutually agreed upon mediator in Phoenix, Arizona and in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Any resulting decision may include the award of reasonable attorneys' fees and costs.

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(e) No more than five student Users may use one copy of the Product.

(f) One copy of the Product may be made in machine-readable format only, for backup purposes only, for the use of the User only, and the backup copy must contain all terms, conditions, privacy policies, copyright, and other proprietary notices contained in the original.

(g) The initial and original User of the Product may make a single one-time permanent transfer of the Product, including all materials, media, component parts, upgrades, serial number, and back-up copy, only directly to an end user and only for no monetary or other compensation. Such transfer may not be for trade or by way of consignment or any other indirect transfer. Any transferee of such one-time transfer shall comply with the all terms and conditions of this Agreement, including the prohibition of any further or subsequent transfers of the Product. The transferor in such one-time transfer must destroy all duplicate copies of the Product prior to the transfer. All parties hereby acknowledge and agree that no technical support privileges or warranty of any kind is transferred to the transferee of such one-time transfer. The transferee of such one-time transfer hereby assumes all risk as to the quality, results, and performance of the Product as well as the entire risk and cost of all service, repair, or correction of the Product and releases AOP from any and all responsibility for performance of the Product.

3. **Registration and Identifying Information.** You hereby represent and warrant that any and all information provided by you to AOP shall be complete, true, accurate, and current in all respects and that you shall update any changes to information as soon as such changes occur. You agree that no personal identifying information of any child or minor is or is required to be collected by the Product. As related to your use of the Product, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer. You agree to accept responsibility for all activities that occur under your account and password. You hereby represent and warrant that you are a parent or guardian of any child or minor accessing the Product, you authorized to provide information to AOP and that you have read and agreed to the terms of the Privacy Policy included in this Agreement and associated with this Product.

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5. **Third Party Sites and Content.** The Product may contain (or may send you through or to) links to websites ("Third Party Sites") as well as articles, photographs, text, graphics, pictures, designs, music, sound, video, information, applications, software, and other content or items belonging to or originating from third parties ("Third Party Content"). AOP does not check such Third Party Sites and Third Party Content for accuracy, appropriateness, or completeness and AOP is not responsible for any Third Party Sites accessed through use of the Product or for any Third Party Content posted on, available through, or installed from the Product, including the content, accuracy, offensiveness, opinions, reliability, privacy practices, or other policies of or contained in the Third Party Sites or the Third Party Content. Inclusion of, linking to, or permitting the use or installation of any Third Party Site or any Third Party Content does not imply approval or endorsement thereof by AOP. AOP shall have no responsibility or liability whatsoever for any Third Party Sites or Third Party Content accessed through use of the Product.

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   (c) take any unlawful or unauthorized actions or in any way damage, disable, overburden, or impair the Product or the intellectual property rights owned or licensed by AOP as described elsewhere herein;

   (d) upload, post, transmit, share, store, or otherwise make available any content that AOP deems harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, invasive of privacy or publicity rights, hateful, or racially, ethnically, or otherwise objectionable in AOP's sole discretion;

   (e) misrepresent yourself, your age, or your affiliation with any person or entity;

   (f) upload, post, transmit, share, store, or otherwise make publicly available through the Product any private information of any third party;

   (g) solicit personal information from anyone under 18 or solicit passwords or personally identifying information for commercial, unauthorized, or unlawful purposes;

(h) upload, post, transmit, share, or otherwise make available any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment;

(i) upload, post, transmit, share, store, or otherwise make available content that would constitute, encourage, or provide instructions for a criminal offense, violate the rights of any party, or that would otherwise create liability or violate any local, state, national, or international law;

(j) use or attempt to use another's account, service, or system or create a false identity on the Product;

(k) interfere with or disrupt the Product or servers or networks connected to the Product, or disobey any requirements, procedures, policies, or regulations of networks connected to the Product;

(l) upload, post, transmit, share, store, or otherwise make available content that infringes any proprietary rights of any party or defames, slanders, or libels any party, or otherwise violates any law of the United States or the jurisdiction in which you reside;

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(n) facilitate or encourage any violations of this Agreement.

7. **User Content.** You are solely responsible for the profiles (including any name, image, or likeness), messages, notes, text, information, listings, and other content that you upload, publish, or display on or using the Product ("User Content"). Posting, transmitting, or sharing User Content using the Product that you did not create, that you do not have the rights to, or that you do not have permission to post is prohibited. You understand and agree that AOP may, but is not obligated to, review and may delete or remove (without notice) any User Content in its sole discretion, for any reason or no reason, including User Content that in AOP's sole judgment violates this Agreement or which might be offensive, or illegal, or that might violate the rights, harm, or threaten the safety of users or others. You are solely responsible at your sole cost and expense for creating backup copies and replacing any User Content you post or store using the Product or you provide to AOP. When you post User Content, you authorize and direct AOP to make such copies thereof as AOP deems necessary in order to facilitate the posting, storage, and use of the User Content. By posting User

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8. **Technical Support.** AOP may provide technical support to you only for your use of the Product. Under no circumstances is AOP obligated to provide technical support for the following issues:
   (a) Network issues such as Internet Service Providers, spy ware, viruses, loss of communication on the network and similar issues.
   (b) Hardware issues such as computers, switches, hubs, modems, routers, firewalls and similar items.
   (c) Infrastructure issues such as power, electrical, or other instances beyond AOP 's reasonable control.
   (d) Issues not related to the use of the Product, as determined by AOP in AOP 's sole discretion.

C. Privacy Policy

AOP institutes the terms of this privacy policy (“Privacy Policy”) to ensure that Users’ personally identifiable information (“PII”) is maintained in a safe, secure, and responsible manner. The following describes how AOP collects, uses, and shares the PII obtained from and about individuals who use the Product. This policy does not apply to information that AOP may collect outside the use of the Product, such as over the phone, by fax, or through conventional mail. All children’s educational records are protected as required by the Family Educational Rights and Privacy Act (FERPA), the Children’s Online Privacy Protection Act (COPPA), and other applicable federal and state laws.

1. **Information Collected.**
   (a) AOP may collect PII for purposes of administering educational programs, to improve the Product and AOP services, or for any other commercial purpose. The only PII collected from you, if any, has been voluntarily submitted and provided to AOP through your use of the Product, in response to surveys, or in response to other requests for information.

   (b) The types of information that AOP may collect include but are not limited to: name, address, email address, services requested, student registration, and enrollment information.

   (c) AOP maintains all student data, student educational information, and student files, if any, as confidential in order to protect the privacy of students and schools. Strict

security procedures ensure that student and school files and information are not disclosed to unauthorized parties.

2. **AOP Rights.**
   (a) AOP reserves the right to use "cookies" to personalize the online experience.

   (b) AOP reserves the right to collect and log non-personal information related to your use of the Product.

   (c) AOP reserves the right to contact you for any reason related to the Product in AOP's sole discretion and without any opt-out option.

3. **Children.** AOP takes all steps necessary to protect children and to comply with the Children's Online Privacy Protection Act (COPPA).
   (a) Student PII, if any, is limited to what is required to identify the user and is only used to identify the user. AOP may not require disclosure of more student PII than is reasonably necessary to utilize the Product.

   (b) Student PII, if any is not disclosed to third parties. If AOP were to disclose any student PII to third parties, the User or the student's parent or guardian would have the option to agree to the collection and use of the student PII without consenting to the disclosure of the PII to third parties.

   (c) Parents or guardians have the right to review their student's PII collected by AOP, request that their child's PII collected by AOP, if any be revised or deleted, or refuse to allow PII to be collected by AOP by making a request in writing to the address listed below.

4. **Third Party Web Sites.**
   (a) This Privacy Policy applies only to the Product and not to the websites of partners, affiliates, or Third Party Sites. You may be required to accept additional policies prior to your use of links accessed through the Product. AOP is not responsible for the privacy policies of partners, affiliates, or Third Party Sites.

   (b) AOP may use third-party advertising companies to serve ads on certain webpages related to the Product. These companies may use information (not including your name, address, email address, or telephone number) about your activities using the Product and other websites in order to provide advertisements about goods and services that may be of interest to you. If you would like more information about this practice or to opt out of having this information used by these companies, contact AOP via the contact information listed below.

5. **Third Party Servers.** Certain information stored or transmitted by AOP hereunder, including PII, may be stored, managed, or otherwise handled by third parties. You understand and agree that AOP is not liable, accountable, or otherwise responsible for

information communicated to or through third party servers and you hereby release AOP from any associated liability or responsibility consistent with the indemnifications, liability limitations, and Privacy Policy included herein.

6. **User Generated Content.** You participate in any interactive features of the Product at your own risk. User generated content posted using the Product is the sole and exclusive responsibility of the User and AOP has no responsibility or liability for or association or involvement with such content. AOP may but is not obligated to monitor interactive features of the Product but AOP cannot and will not guarantee the safety or security of any User generated content nor does AOP offer any assurances that User generated content will appear accurately or in its entirety.

7. **Access to Records and Other Personal Data.** AOP takes all steps necessary to protect student privacy and to comply with the Family Educational Rights and Privacy Act (FERPA).
   (a) The User has the right to inspect and review any student's education records maintained by AOP.

   (b) The User has the right to request that AOP correct any records maintained by AOP which the User believes to be inaccurate or misleading.

   (c) AOP may release information from a student's educational record to the following parties or under the following conditions:
      i. School officials with legitimate educational interest;
      ii. Other schools to which a student is transferring;
      iii. Specified officials for audit or evaluation purposes;
      iv. Appropriate parties in connection with financial aid to a student;
      v. Organizations conducting certain studies for or on behalf of the school;
      vi. Accrediting organizations;
      vii. To comply with a judicial order or lawfully issued subpoena;
      viii. Appropriate officials in cases of health and safety emergencies; and
      ix. State and local authorities, within a juvenile justice system, pursuant to specific state law.

8. **Access and Corrections to PII Collected by AOP and Opting Out of Further Communications.** Use the contact information below to request:
   (a) Corrections or updates of any PII in AOP's database that you believe to be erroneous;

   (b) An opt-out of future communications from AOP; or

   (c) AOP to make reasonable efforts to remove PII from its online database. You acknowledge and accept that it may be impossible to delete personal information entirely because of backups and records of deletions.

(d) You may access or correct your PII in AOP's database or opt out of further communications by writing to:
Alpha Omega Publications
A division of Glynlyon, Inc.
Attn: Legal Department
300 North McKemy Ave.
Chandler, AZ 85226

9. **Changes in Corporate Structure.** If all or part of AOP or any of its affiliates are sold, merged, or otherwise transferred to another entity, the PII provided through use of the Product may be transferred as part of that transaction or process. The Family Educational Rights and Privacy Act (FERPA) protects children's educational records in the event of such a transaction or transfer.

10. **Contact.** If you have any questions regarding this Privacy Policy, please contact:
Alpha Omega Publications
A division of Glynlyon, Inc.
Attn: Legal Department
300 North McKemy Ave.
Chandler, AZ 85226

D. Third Party Notices

The Product may incorporate or have been created with the use of and in conjunction with Third Party Software. This Third Party Software may only be used in conjunction with the Product and you may not use this Third Party Software for any other purpose or with any other product or service at any time or for any reason.

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AOP Contact Information
Alpha Omega Publications
A division of Glynlyon, Inc.
Attn: Legal Department
300 North McKemy Ave.
Chandler, AZ 85226

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Forgot Your Teacher Password?

SOS does not limit how many times you can try your password. SOS does have a data utility on SOS Installation Disc Two you can use to change or reset your password.

Remember:

Your password is case sensitive, so check to see if your **Caps Lock** key is on.

If your password is longer than 12 characters, you will get an error.

You may use letters or numbers in your password, but NO special characters.

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1. Put SOS Installation Disc Two into the CD-ROM or DVD drive of your pc.
2. If the **Install** window opens, click **Close**.
3. At the same time, press the **Windows** ( ) and **e** keys.
4. Right-click the drive containing the SOS installation disc, and click **Open**.
5. Double-click the **Tools** folder, and then double-click the **DataUtilities.exe**.
6. When you are prompted to select a database, choose **SOS Home 2013** and click **OK**.
7. Use the dropdown menu to select the **Change Password** option and click **Execute Command**.
8. Enter your new **Password** twice, and then click **Save**.
9. When the window closes, notice the "Successfully Changed Password" message below the **Execute Command** button. Click **X** in the upper right corner to close the **Data Utilities** window.
10. Remove the disc from the CD-ROM or DVD drive.

Important Note:

Be sure to write your password down and put both the password and the SOS installation disc somewhere safe. Protect your teacher password by keeping the disc in a safe location.

Resource List

SOS User Manual (Help File)

Click the **Help** button on the left side of your **Home** screen or press the **F1** key on the top row of your keyboard from anywhere in the application.

Students, click the **Help?** button, below the green **SOS logo** in the center of your **Home** screen, or press the **F1** key anywhere in the application.

If you prefer a paper copy, you may download one at:www.aophomeschooling.com/support/. Click the Resources tab in the middle of the page.

SOS Tutorials:

Start > All Programs > AOP > Switched-On Schoolhouse 2014 > Tutorials, or

click the **Tutorials** icon on your desktop, or

http://www.sostutorials.com

SOS Overview Presentation

www.aophomeschooling.com
(See page 34 for navigation steps.)

Online Support

www.aophomeschooling.com/support/

Email Tech Support

techsup@aop.com

Content Feedback (Curriculum)

www.aophomeschooling.com/errors/

SOS Application and Curriculum Updates:

http://www.sosupdates.com

Toll-Free Phone Assistance:

Customer Service:

1-800-622-3070

Technical Support:

1-866-444-4498